Defense Travel Management Office

WELCOME

A-100
TDY Approval Process in DTS

DTS A-100 OVERVIEW

Topic:

Fundamentals of the TDY Approval Process

Target Audience:

Routing Officials

Including Authorizing and Reviewing Officials

Time:

60 minutes

Pre-Requisites:

T-101 & T-102 DTS Document Processing
OR
Equivalent DTS training or experience

TECHNICAL ISSUES?

- **AUDIO GAPS**
- **SLOW SCREEN CHANGES**
- **DISCONNECTS**

✓ ***Exit class***

✓ ***Close all other software applications***

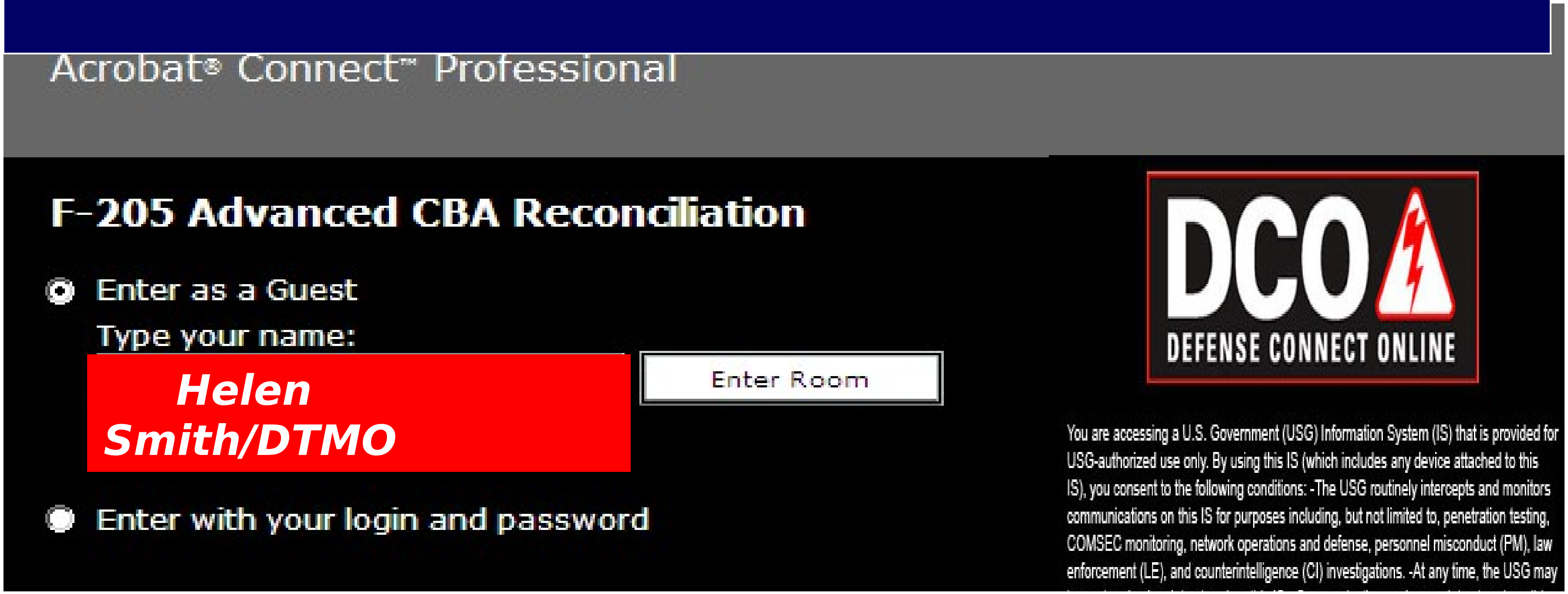
✓ ***Log back into class***

✓ ***Check with local IT staff***

If problem persists call the DISA Help Desk:

ATTENDANCE CREDIT

SELECT: ***GUEST***
ENTER: ***FULL NAME + SERVICE/AGENCY INITIALS***



F-205 Advanced CBA Reconciliation

● Enter as a Guest

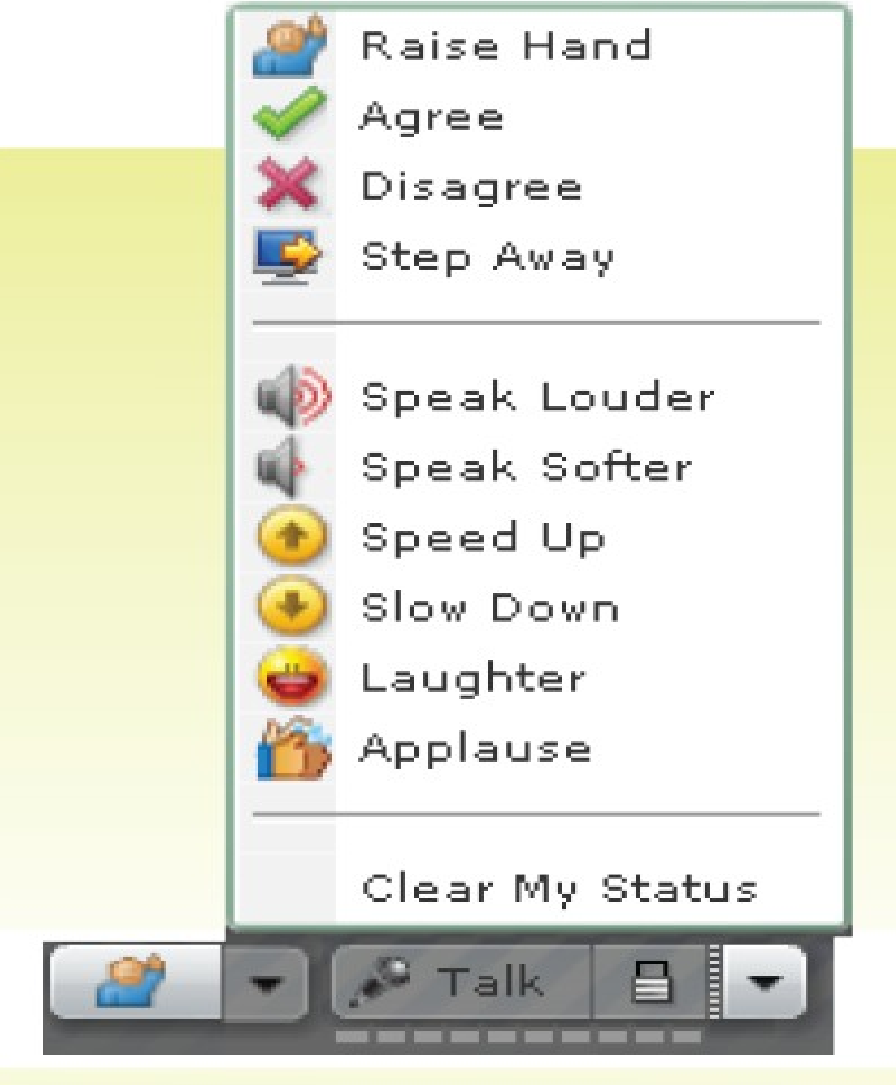
Type your name:

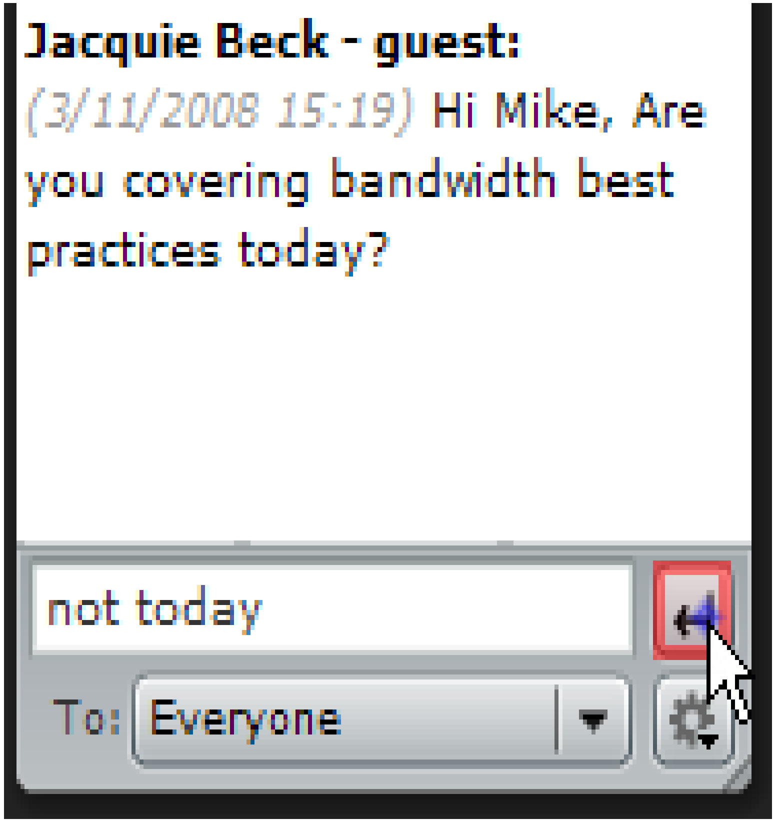
Helen Smith/DTMO

○ Enter with your login and password

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: -The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. -At any time, the USG may

COMMUNICATING IN CLASS


Raise Hand
Agree
Disagree
Step Away
Speak Louder
Speak Softer
Speed Up
Slow Down
Laughter
Applause
Clear My Status
Talk



Jacquie Beck - guest:

(3/11/2008 15:19) Hi Mike, Are you covering bandwidth best practices today?

not today

To: Everyone

TDY Approval Process Training Objectives

Authorizing Official:

- Responsible for the mission
- Authority to obligate funds
- Appointed in writing on a DD-577
- Completed COL training

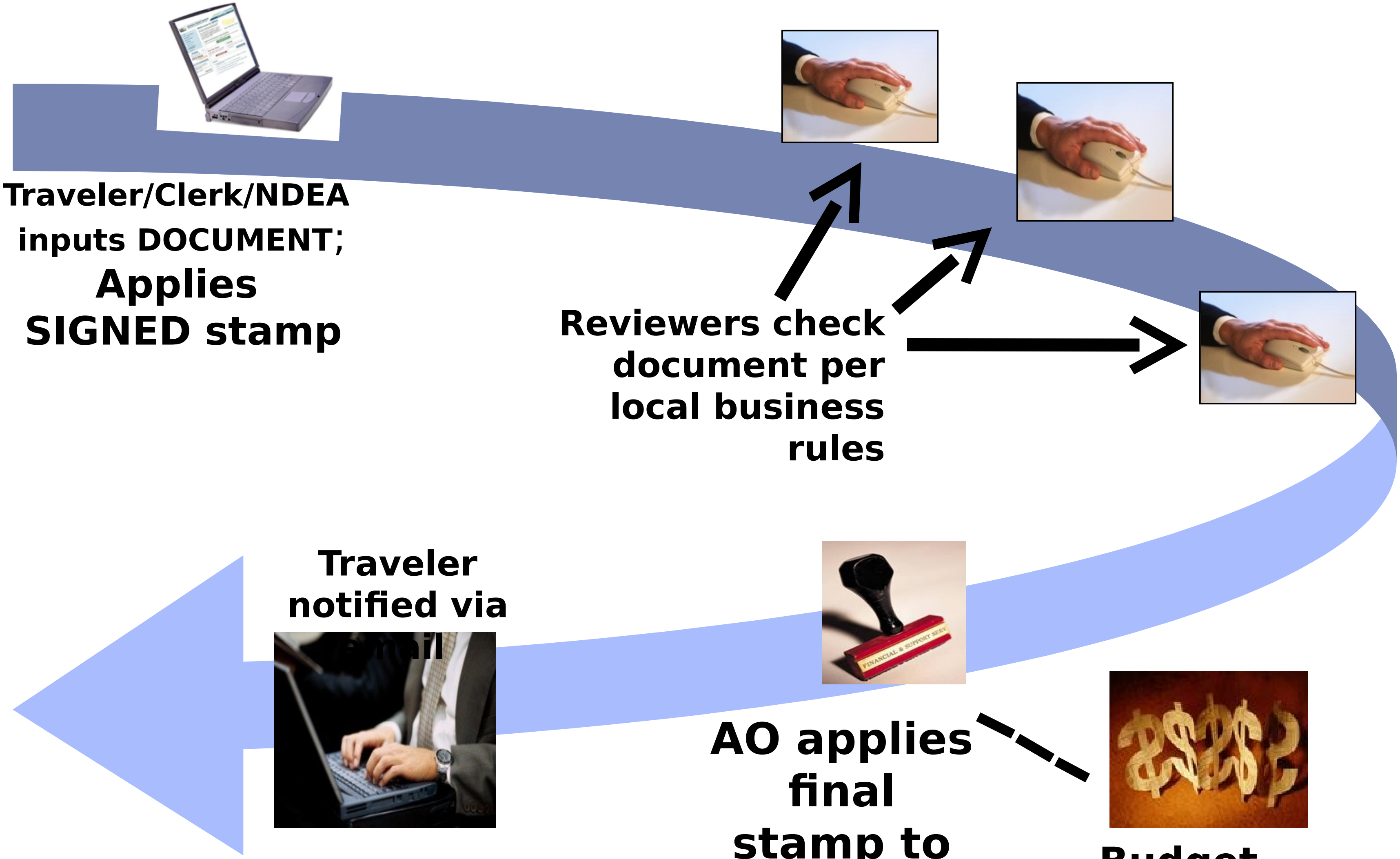
AUTHORIZING OFFICIAL

Pecuniary liable for erroneous payments resulting from the negligent performance of their duties

Training Objectives:

- Access the DTS Route & Review module
- Delegate authority to others
- Review documents in read only mode
- Approve, review or return documents
- Adjust documents
- Check document history

DTS ROUTING PROCESS



Traveler/Clerk/NDEA inputs DOCUMENT; Applies SIGNED stamp

Reviewers check document per local business rules

AO applies final stamp to travel doc

Budget

Traveler notified via email

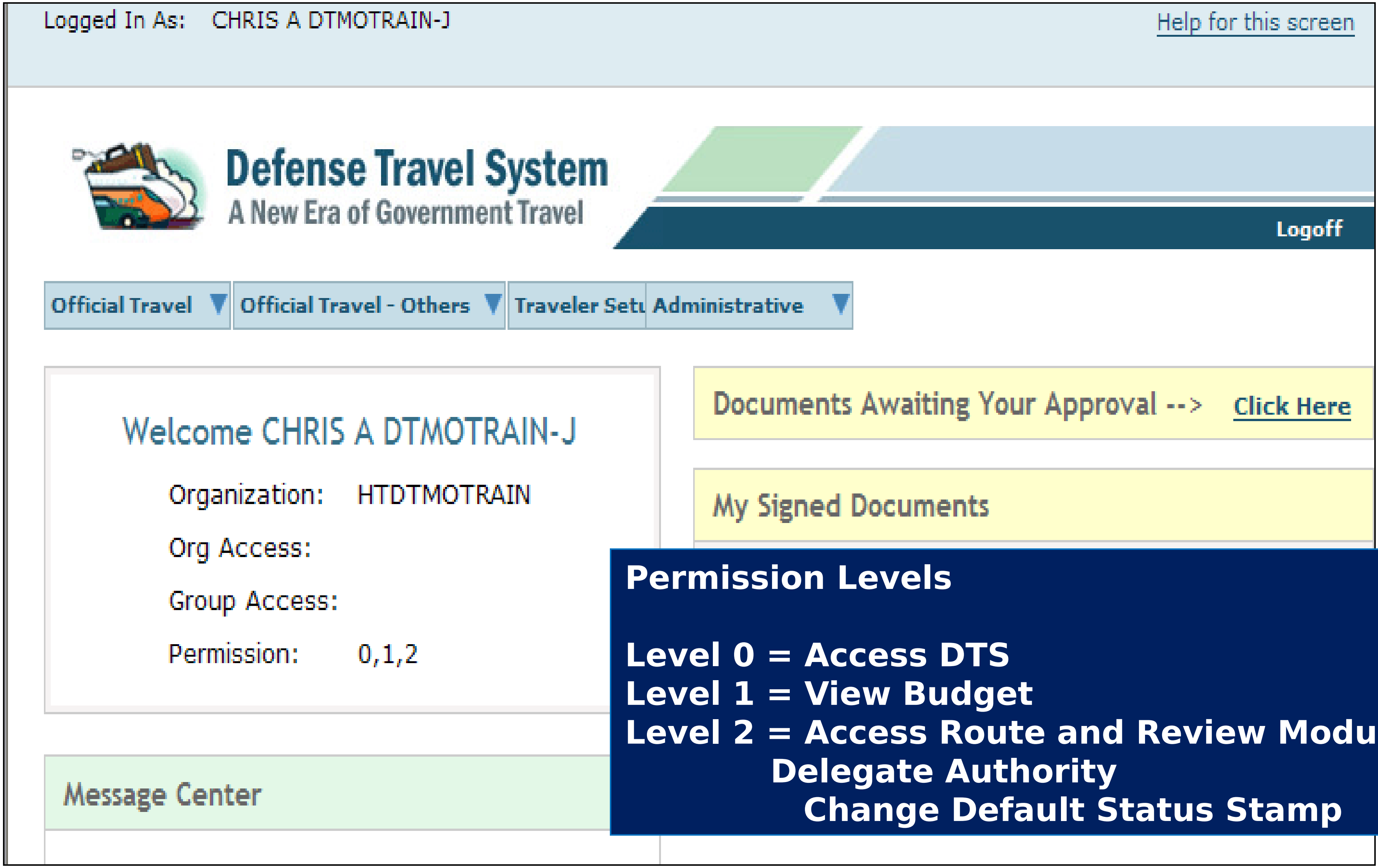
AO/RO RESPONSIBILITIES

- Authorize mission necessary travel

- Review and approve or disapprove:
  - Proposed trips
  - Expenses above initial approved estimates
  - Exceptions to policy
  - Final settlement claims
  - Requests for advances or SPPs
  - Status of a specified travel authorization
  - Status of financial accounting

- Digitally approve authorizations and vouchers

DTS WELCOME PAGE


Help for this screen
Defense Travel System
A New Era of Government Travel
Logoff
Official Travel
Official Travel - Others
Traveler Setu
Administrative
Click Here
Message Center

Logged In As: CHRIS A DTMOTRAIN-J

Welcome CHRIS A DTMOTRAIN-J

Organization: HTDTMOTRAIN

Org Access:

Group Access:

Permission: 0,1,2

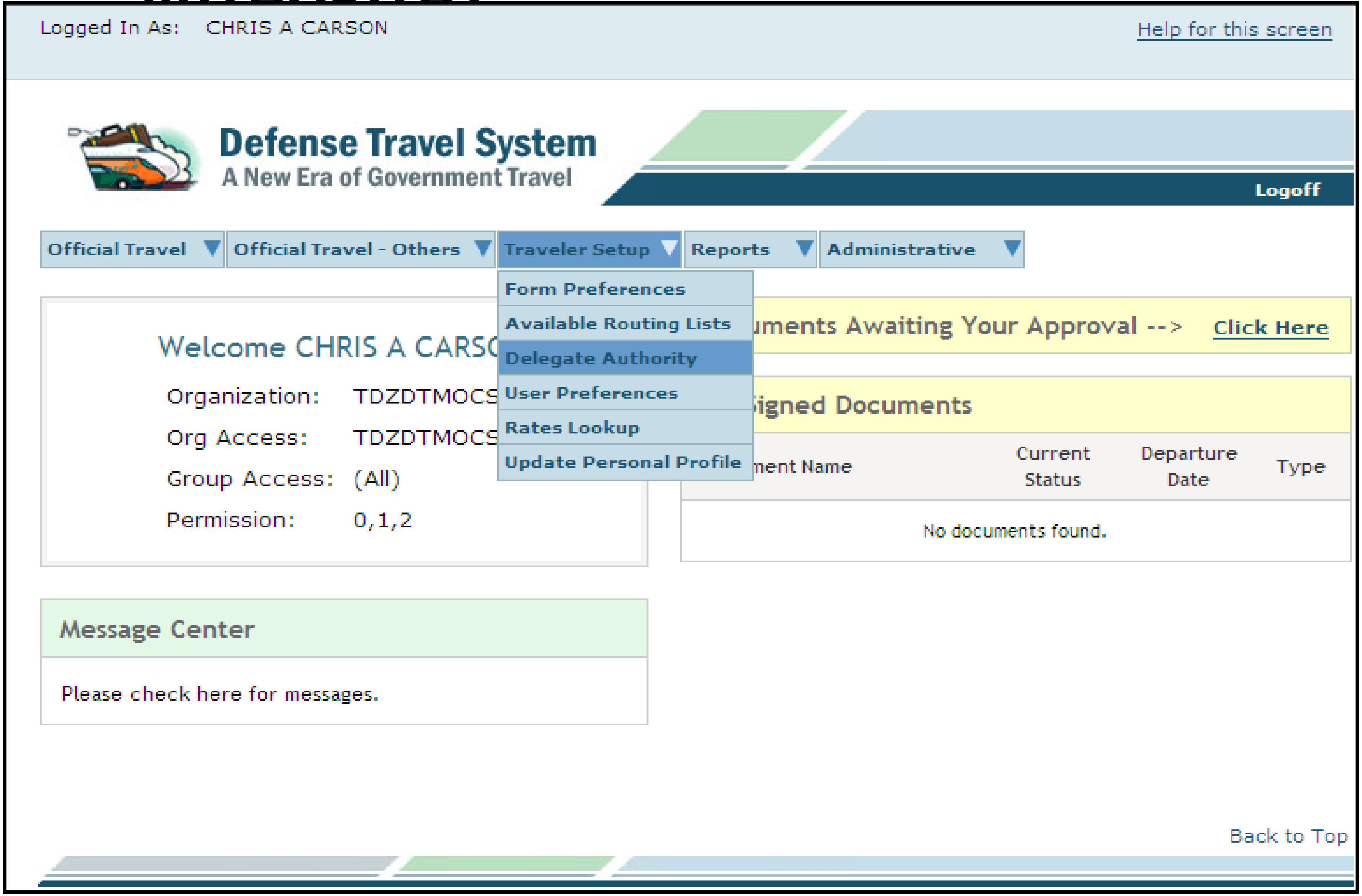
Documents Awaiting Your Approval -->

My Signed Documents

Permission Levels

Level 0 = Access DTS
Level 1 = View Budget
Level 2 = Access Route and Review Module
Delegate Authority
Change Default Status Stamp

TRAVELER SETUP > DELEGATE AUTHORITHY


Help for this screen
Defense Travel System
A New Era of Government Travel
Logoff
Official Travel
Official Travel - Others
Traveler Setup
Reports
Administrative
Form Preferences
Available Routing Lists
Delegate Authority
User Preferences
Rates Lookup
Update Personal Profile
Click Here
Back to Top

Logged In As: CHRIS A CARSON

Welcome CHRIS A CARSC

Organization: TDZDTMOCS

Org Access: TDZDTMOCS

Group Access: (All)

Permission: 0,1,2

uments Awaiting Your Approval -->

ligned Documents

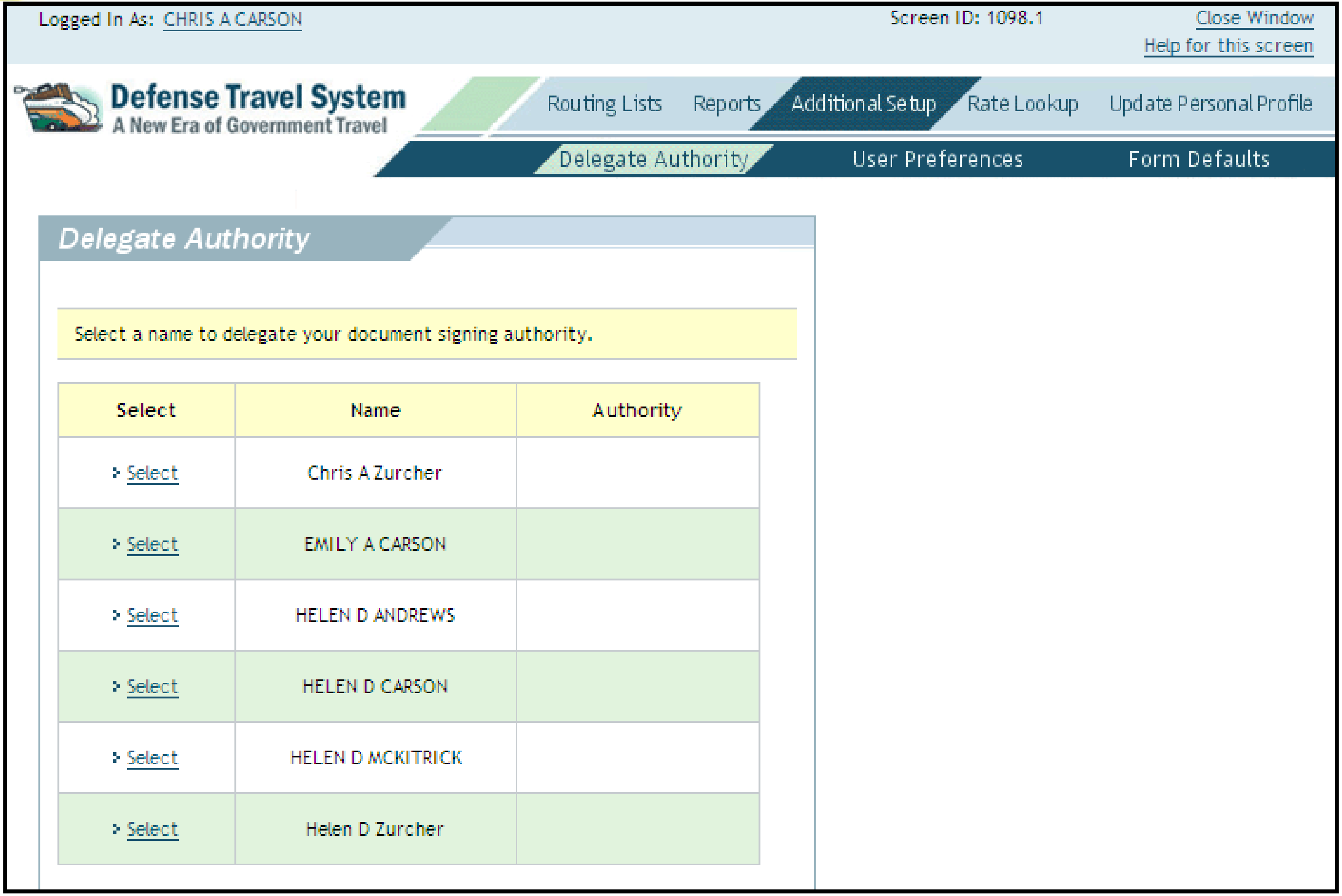
ment Name	Current Status	Departure Date	Type

No documents found.

Message Center

Please check here for messages.

DELEGATE AUTHORITY LIST



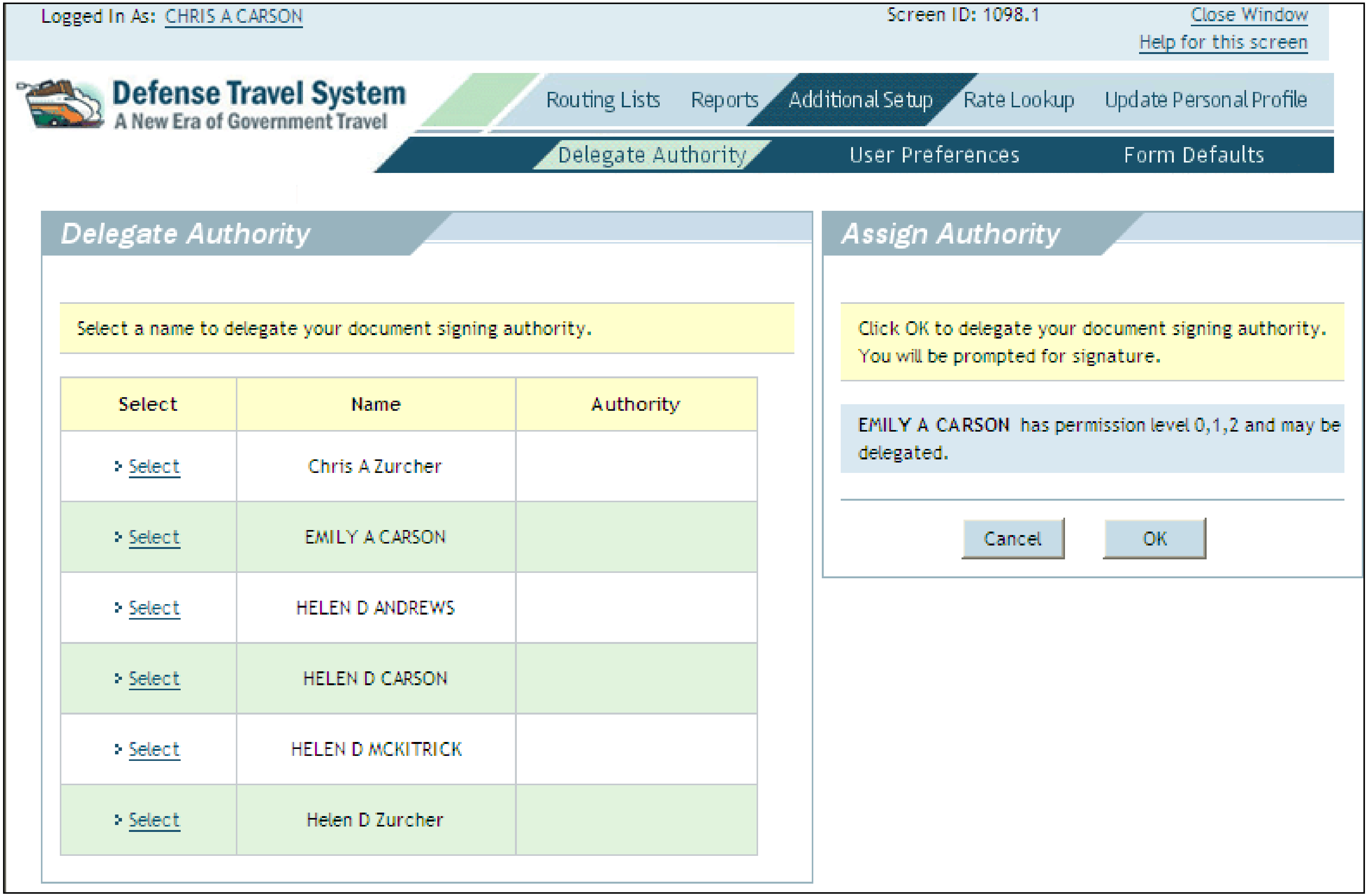
Logged In As: CHRIS A CARSON
Screen ID: 1098.1
Close Window
Help for this screen
Defense Travel System
A New Era of Government Travel
Routing Lists
Reports
Additional Setup
Rate Lookup
Update Personal Profile
Delegate Authority
User Preferences
Form Defaults

Delegate Authority

Select a name to delegate your document signing authority.

Select	Name	Authority
› Select	Chris A Zurcher	
› Select	EMILY A CARSON	
› Select	HELEN D ANDREWS	
› Select	HELEN D CARSON	
› Select	HELEN D MCKITRICK	
› Select	Helen D Zurcher	

ASSIGN AUTHORITY



Logged In As: CHRIS A CARSON

Screen ID: 1098.1

Close Window
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Routing Lists
Reports
Additional Setup
Rate Lookup
Update Personal Profile
Delegate Authority
User Preferences
Form Defaults

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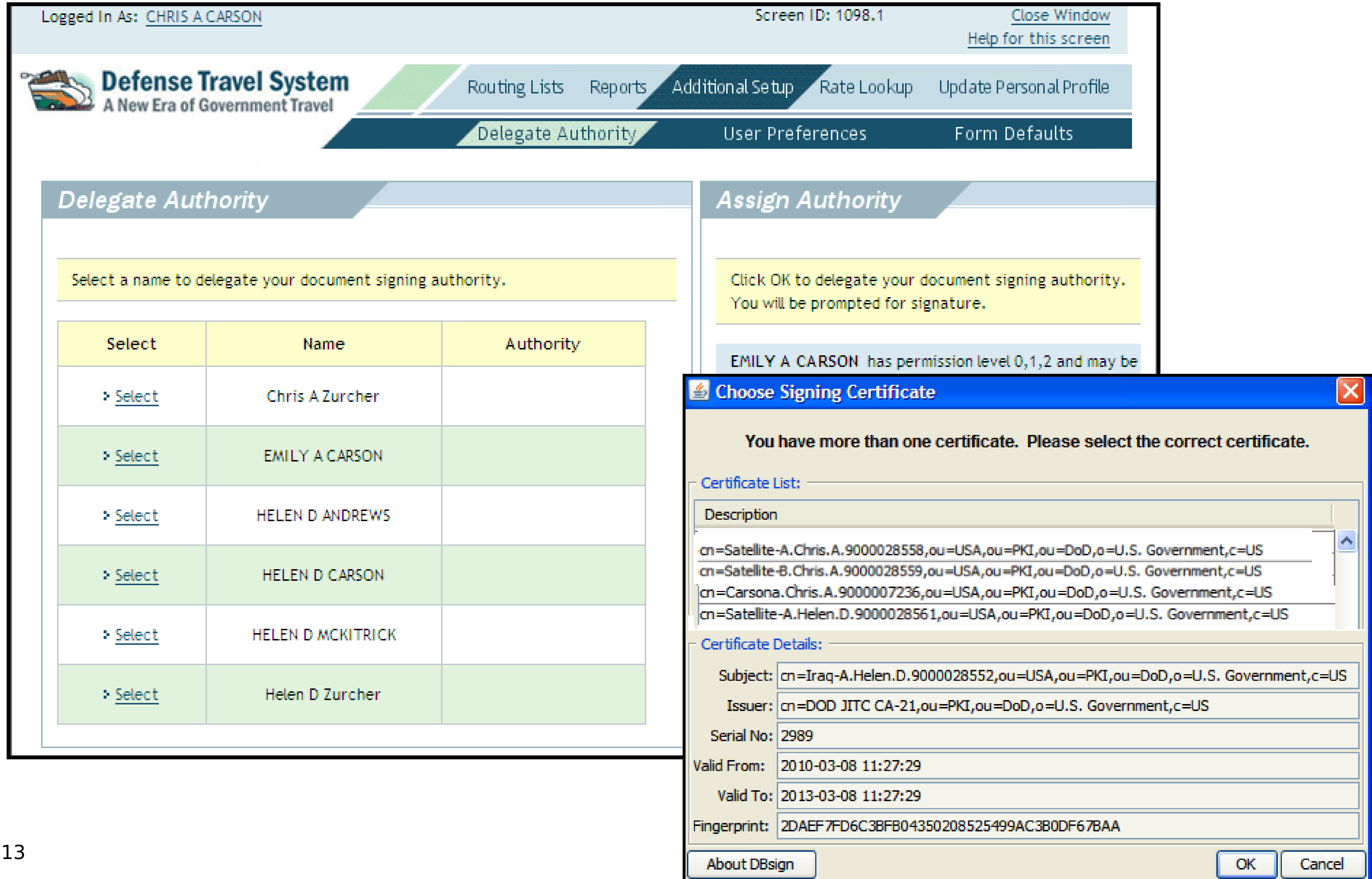
Select	Name	Authority
Select	Chris A Zurcher	
Select	EMILY A CARSON	
Select	HELEN D ANDREWS	
Select	HELEN D CARSON	
Select	HELEN D MCKITRICK	
Select	Helen D Zurcher	

Assign Authority

Click OK to delegate your document signing authority. You will be prompted for signature.

EMILY A CARSON has permission level 0,1,2 and may be delegated.

DIGITAL SIGNATURE



Logged In As: CHRIS A CARSON
Screen ID: 1098.1
Close Window
Help for this screen
Defense Travel System
A New Era of Government Travel
Routing Lists
Reports
Additional Setup
Rate Lookup
Update Personal Profile
Delegate Authority
User Preferences
Form Defaults

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Select	Chris A Zurcher	
Select	EMILY A CARSON	
Select	HELEN D ANDREWS	
Select	HELEN D CARSON	
Select	HELEN D MCKITRICK	
Select	Helen D Zurcher	

Assign Authority

Click OK to delegate your document signing authority. You will be prompted for signature.

EMILY A CARSON has permission level 0,1,2 and may be

Choose Signing Certificate

You have more than one certificate. Please select the correct certificate.

Certificate List:

Description

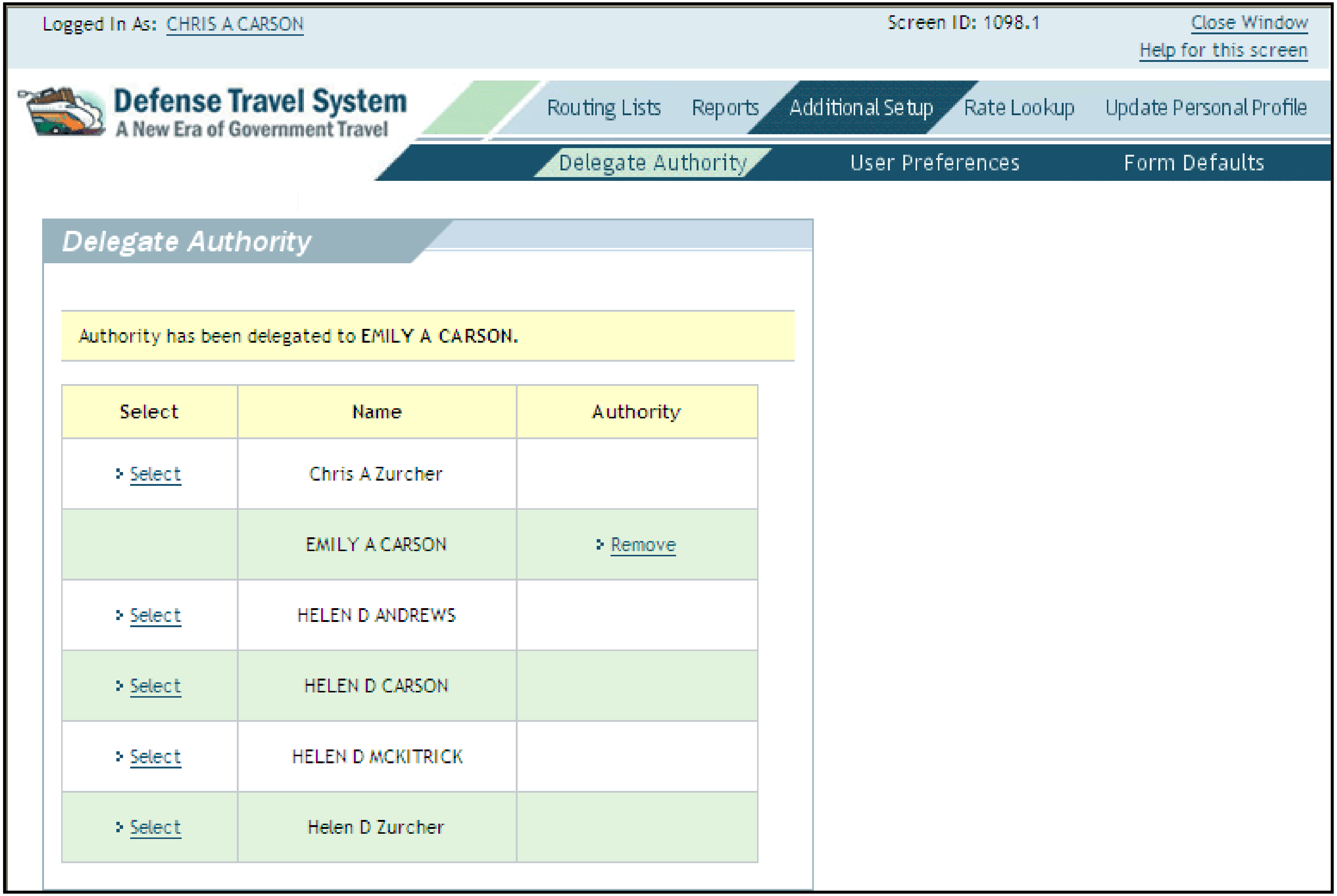
cn=Satellite-A.Chris.A.9000028558,ou=USA,ou=PKI,ou=DoD,o=U.S. Government,c=US
cn=Satellite-B.Chris.A.9000028559,ou=USA,ou=PKI,ou=DoD,o=U.S. Government,c=US
cn=Carsona.Chris.A.9000007236,ou=USA,ou=PKI,ou=DoD,o=U.S. Government,c=US
cn=Satellite-A.Helen.D.9000028561,ou=USA,ou=PKI,ou=DoD,o=U.S. Government,c=US

Certificate Details:

Subject: cn=Iraq-A.Helen.D.9000028552,ou=USA,ou=PKI,ou=DoD,o=U.S. Government,c=US
Issuer: cn=DOD JITC CA-21,ou=PKI,ou=DoD,o=U.S. Government,c=US
Serial No: 2989
Valid From: 2010-03-08 11:27:29
Valid To: 2013-03-08 11:27:29
Fingerprint: 2DAEF7FD6C3BFB04350208525499AC3B0DF67BAA

About DBsign
OK
Cancel

REMOVE DELEGATED AUTHORITY

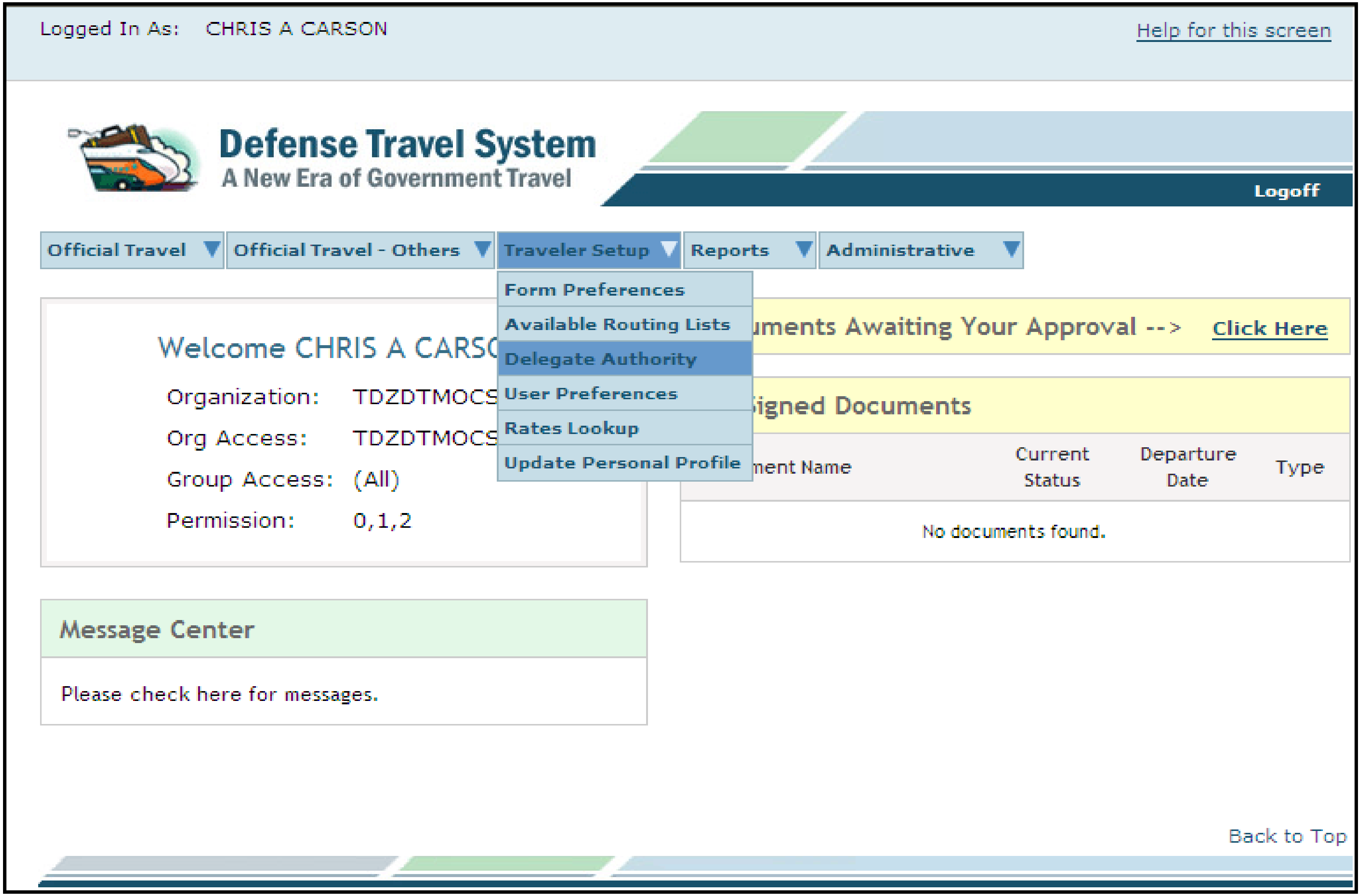

Logged In As: CHRIS A CARSON
Screen ID: 1098.1
Close Window
Help for this screen
Defense Travel System
A New Era of Government Travel
Routing Lists
Reports
Additional Setup
Rate Lookup
Update Personal Profile
Delegate Authority
User Preferences
Form Defaults

Delegate Authority

Authority has been delegated to EMILY A CARSON.

Select	Name	Authority
› Select	Chris A Zurcher	
	EMILY A CARSON	› Remove
› Select	HELEN D ANDREWS	
› Select	HELEN D CARSON	
› Select	HELEN D MCKITRICK	
› Select	Helen D Zurcher	

TRAVELER SETUP > DELEGATE AUTHORITHY



Logged In As: CHRIS A CARSON

Welcome CHRIS A CARSO

Organization: TDZDTMOCS

Org Access: TDZDTMOCS

Group Access: (All)

Permission: 0,1,2

Message Center

Please check here for messages.

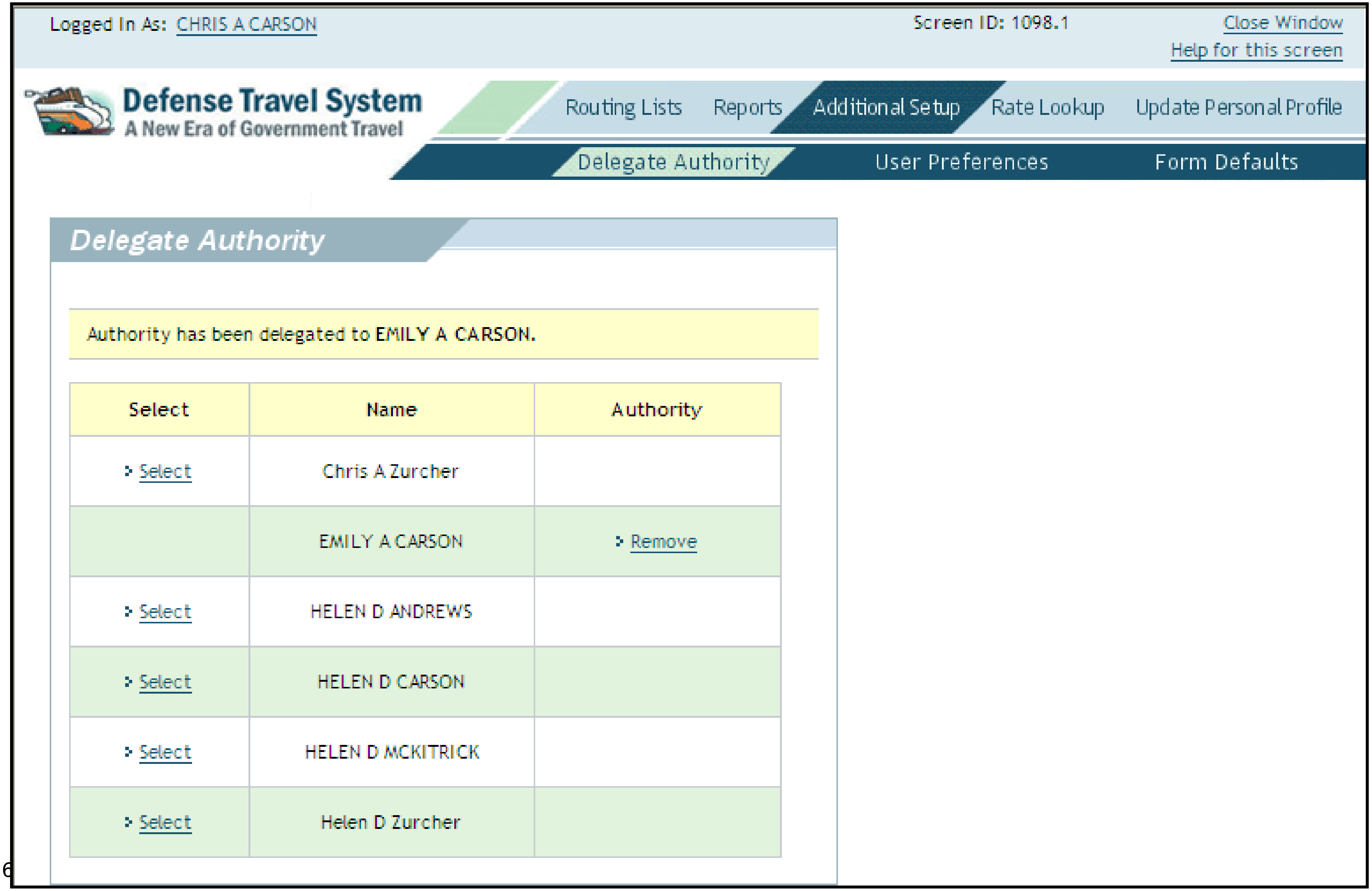
uments Awaiting Your Approval --> Click Here

igned Documents

ment Name	Current Status	Departure Date	Type
No documents found.			

Help for this screen
Defense Travel System
A New Era of Government Travel
Logoff
Official Travel
Official Travel - Others
Traveler Setup
Reports
Administrative
Form Preferences
Available Routing Lists
Delegate Authority
User Preferences
Rates Lookup
Update Personal Profile
Back to Top

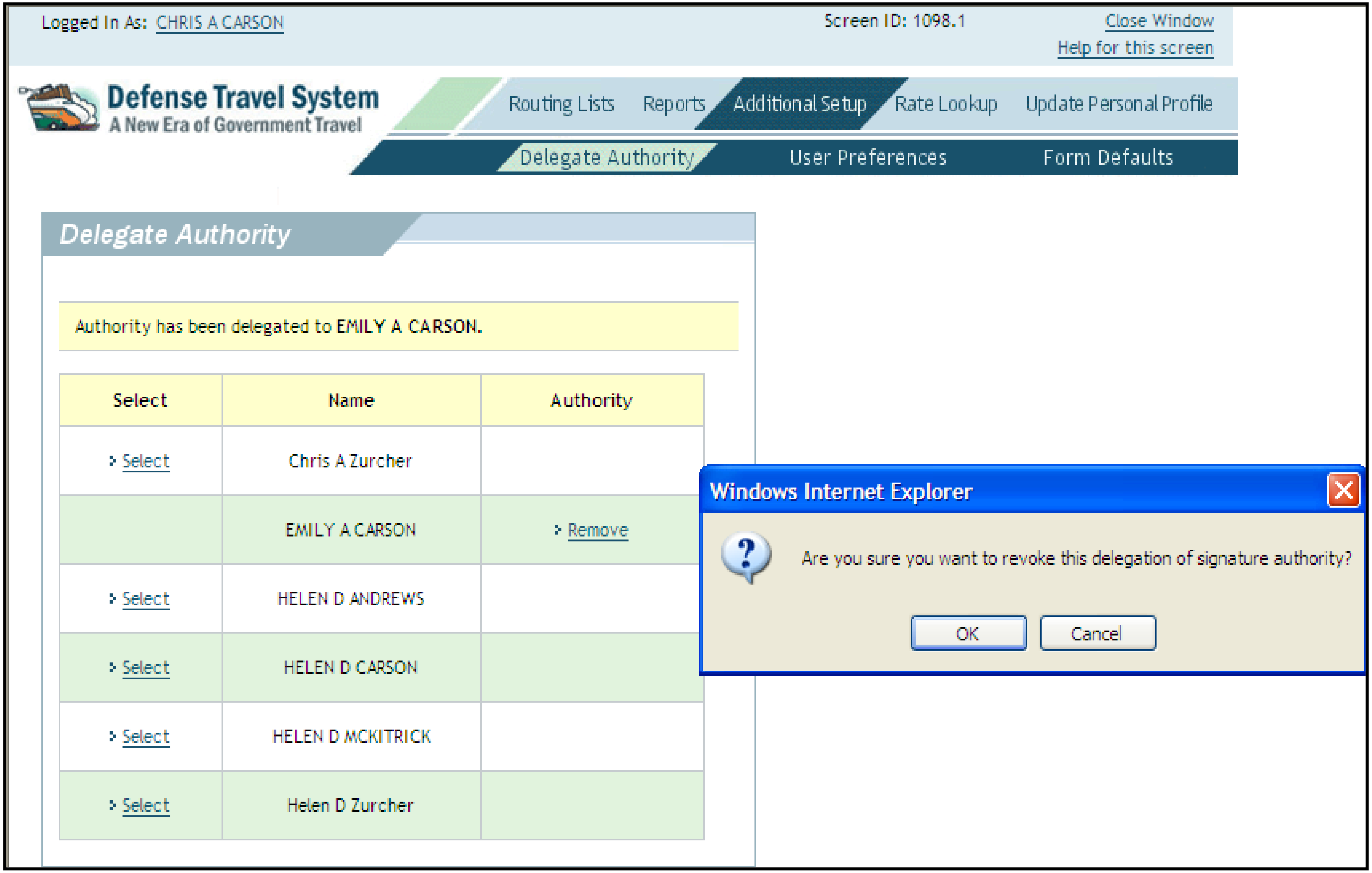
REMOVE DELEGATED AUTHORITY


Logged In As: CHRIS A CARSON
Screen ID: 1098.1
Close Window
Help for this screen
Defense Travel System
A New Era of Government Travel
Routing Lists
Reports
Additional Setup
Rate Lookup
Update Personal Profile
Delegate Authority
User Preferences
Form Defaults
Delegate Authority

Authority has been delegated to EMILY A CARSON.

Select	Name	Authority
Select	Chris A Zurcher	
	EMILY A CARSON	Remove
Select	HELEN D ANDREWS	
Select	HELEN D CARSON	
Select	HELEN D MCKITRICK	
Select	Helen D Zurcher	

REVOKE AUTHORITY CONFIRMATION



Logged In As: CHRIS A CARSON
Screen ID: 1098.1
Close Window
Help for this screen
Defense Travel System
A New Era of Government Travel
Routing Lists
Reports
Additional Setup
Rate Lookup
Update Personal Profile
Delegate Authority
User Preferences
Form Defaults

Delegate Authority

Authority has been delegated to EMILY A CARSON.

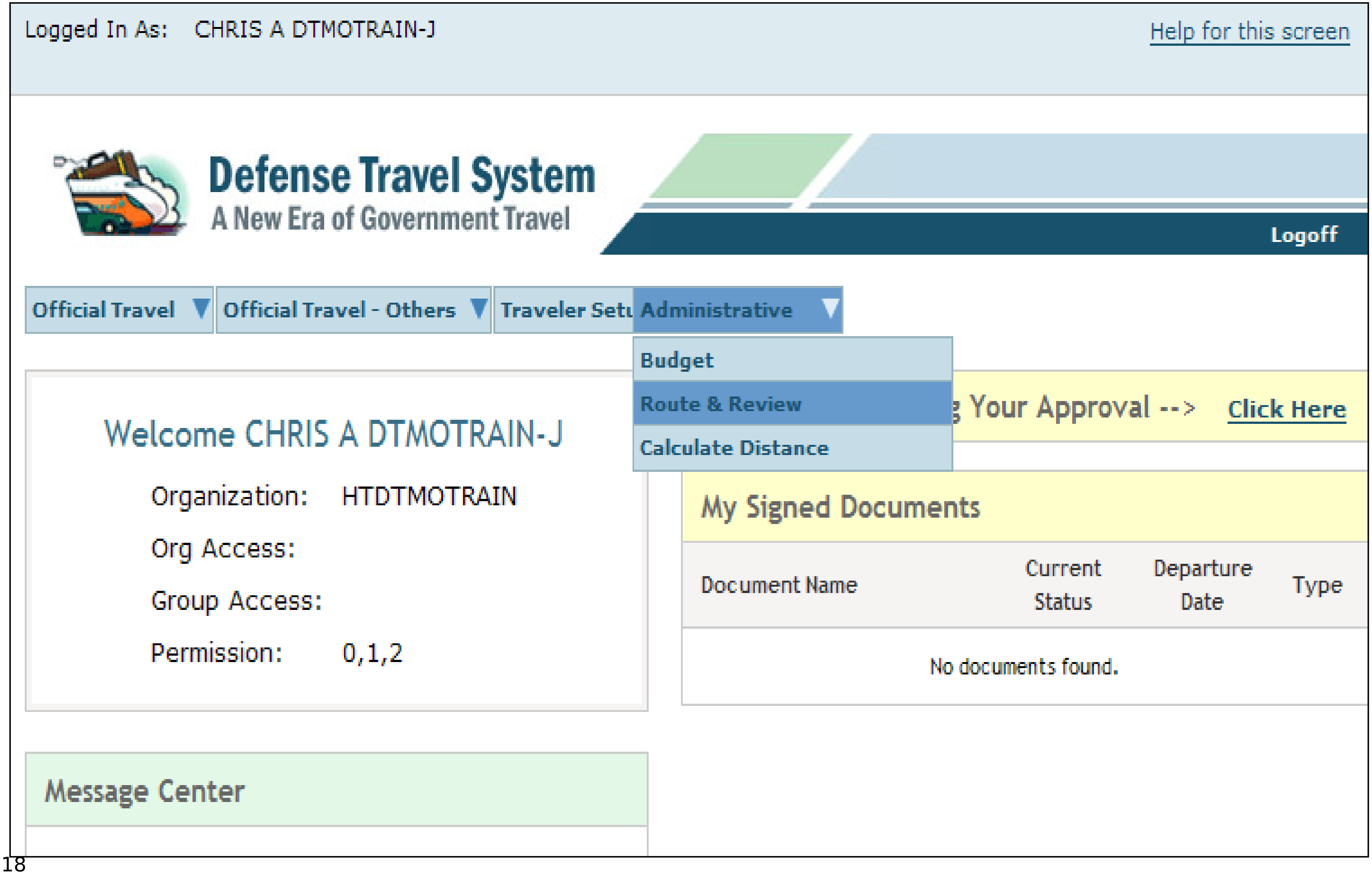
Select	Name	Authority
Select	Chris A Zurcher	
	EMILY A CARSON	Remove
Select	HELEN D ANDREWS	
Select	HELEN D CARSON	
Select	HELEN D MCKITRICK	
Select	Helen D Zurcher	

Windows Internet Explorer

Are you sure you want to revoke this delegation of signature authority?

OK
Cancel

ADMINISTRATIVE NAVIGATION BAR



Logged In As: CHRIS A DTMOTRAIN-J

Welcome CHRIS A DTMOTRAIN-J

Organization: HTDTMOTRAIN

Org Access:

Group Access:

Permission: 0,1,2

…g Your Approval --> Click Here

My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			

Message Center

Help for this screen
Defense Travel System
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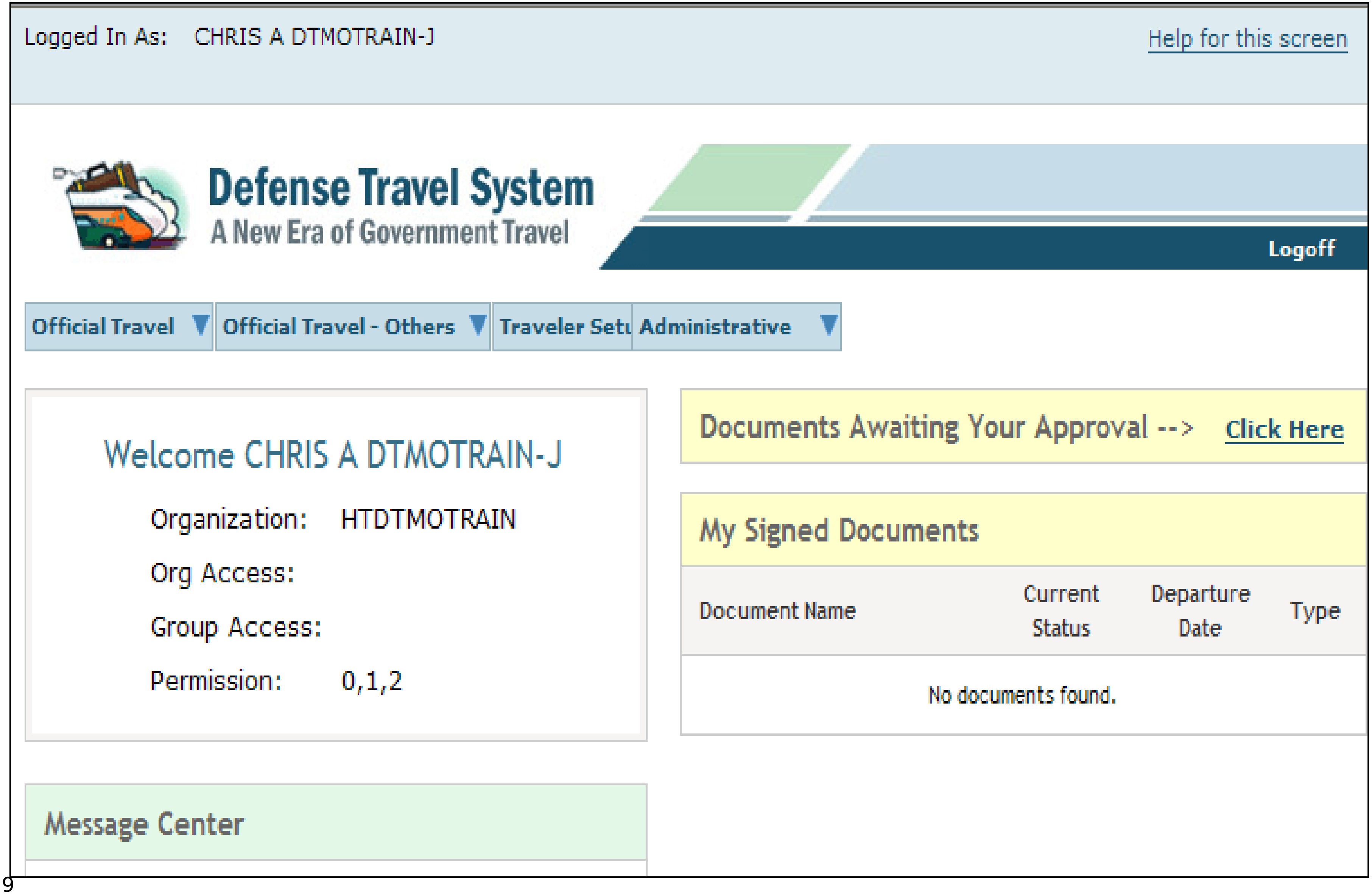
Logoff
Official Travel
Official Travel - Others
Traveler Setu
Administrative
Budget
Route & Review
Calculate Distance

DOCUMENTS AWAITING YOUR APPROVAL



Logged In As: CHRIS A DTMOTRAIN-J

Help for this screen
Defense Travel System
A New Era of Government Travel
Logoff
Official Travel
Official Travel - Others
Traveler Setu
Administrative

Welcome CHRIS A DTMOTRAIN-J

Organization: HTDTMOTRAIN

Org Access:

Group Access:

Permission: 0,1,2

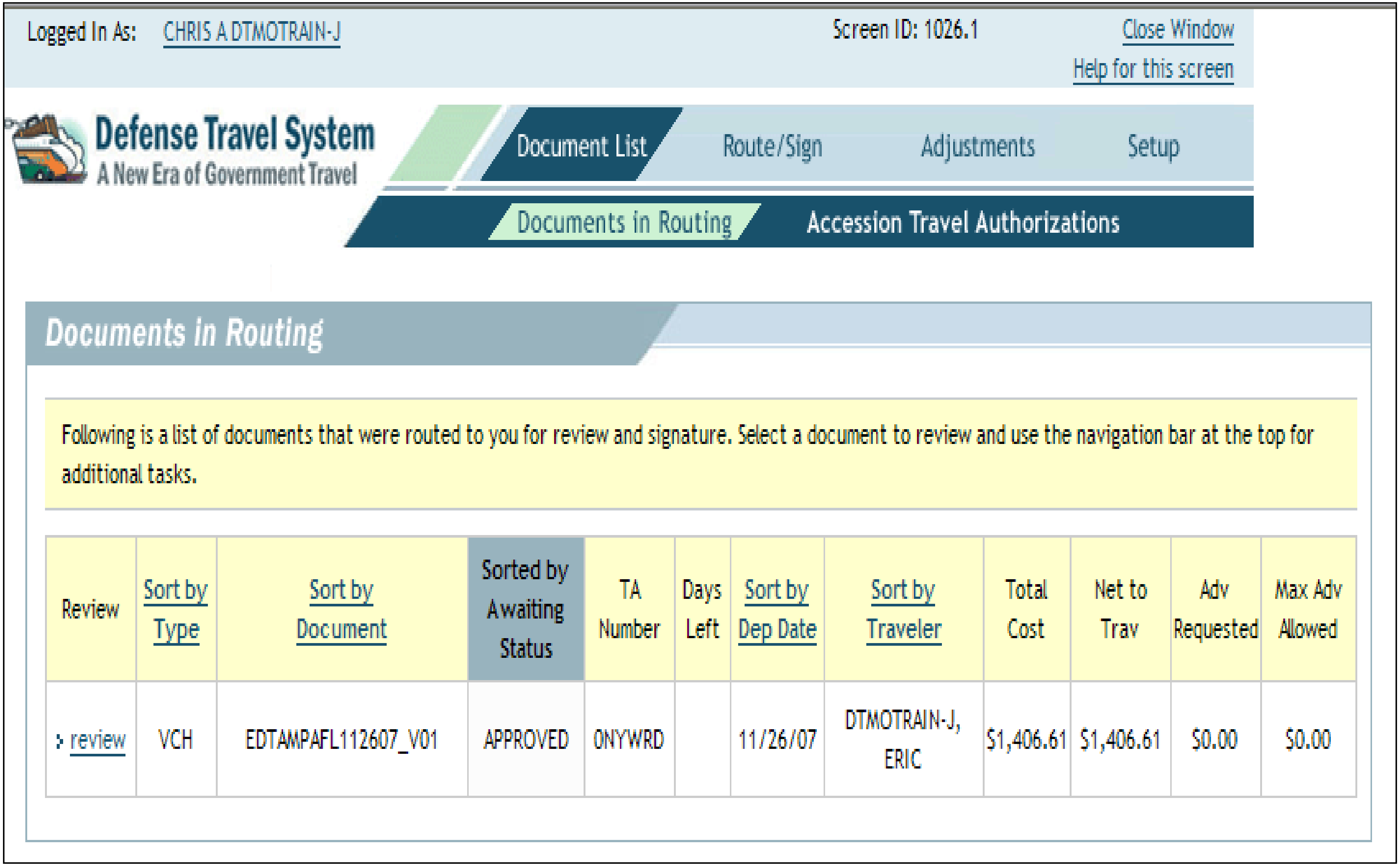
Message Center

Documents Awaiting Your Approval --> Click Here

My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			

DOCUMENT LIST > DOCUMENTS IN ROUTING



Logged In As: CHRIS A DTMOTRAIN-J

Screen ID: 1026.1

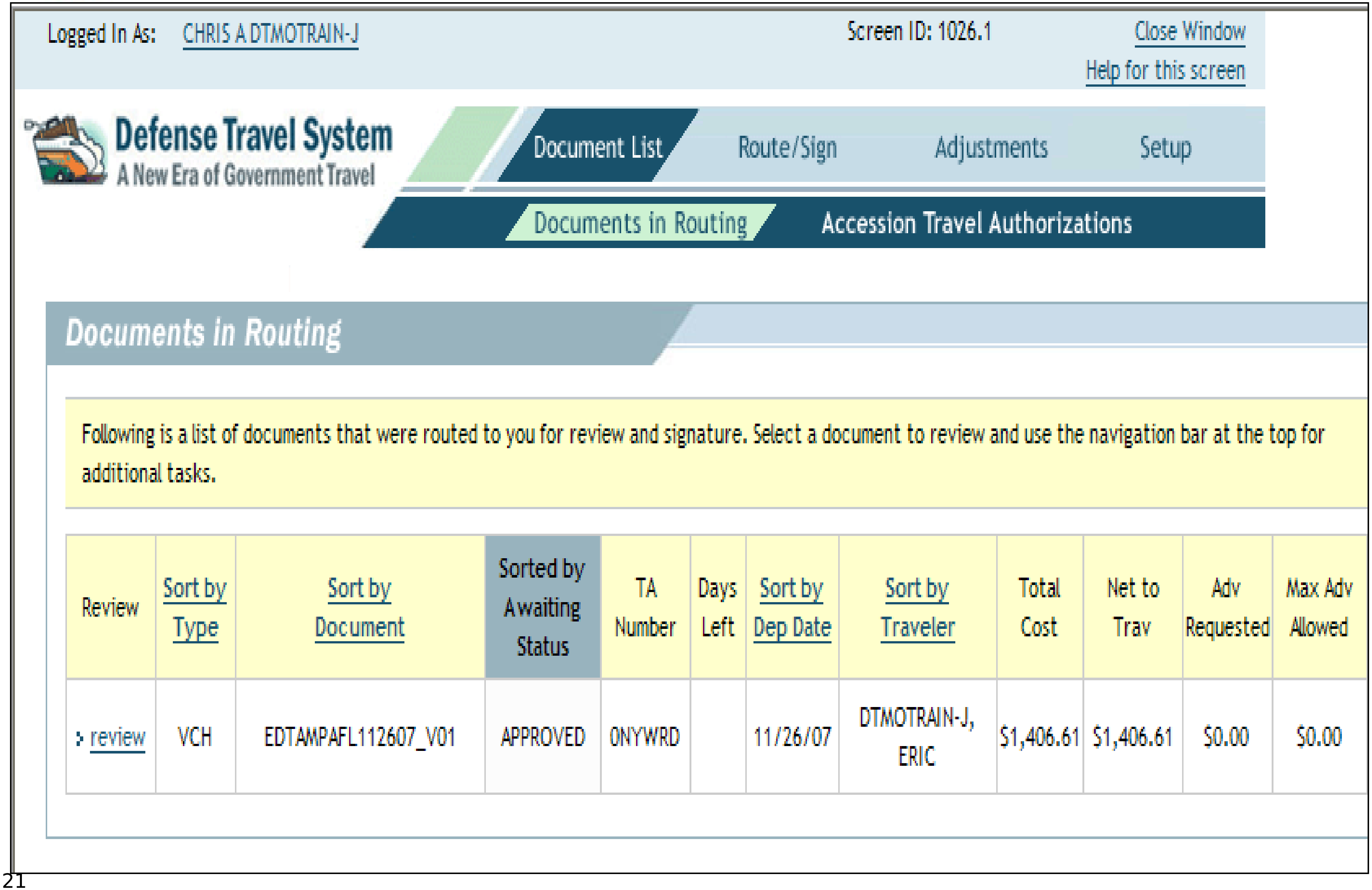
Close Window
Help for this screen
Defense Travel System
A New Era of Government Travel
Document List
Route/Sign
Adjustments
Setup
Documents in Routing
Accession Travel Authorizations

Documents in Routing

Following is a list of documents that were routed to you for review and signature. Select a document to review and use the navigation bar at the top for additional tasks.

Review	Sort by Type	Sort by Document	Sorted by Awaiting Status	TA Number	Days Left	Sort by Dep Date	Sort by Traveler	Total Cost	Net to Trav	Adv Requested	Max Adv Allowed
› review	VCH	EDTAMPAFL112607_V01	APPROVED	0NYWRD		11/26/07	DTMOTRAIN-J, ERIC	$1,406.61	$1,406.61	$0.00	$0.00

REVIEW A DOCUMENT



Logged In As: CHRIS A DTMOTRAIN-J
Screen ID: 1026.1
Close Window
Help for this screen
Defense Travel System
A New Era of Government Travel
Document List
Route/Sign
Adjustments
Setup
Documents in Routing
Accession Travel Authorizations

Documents in Routing

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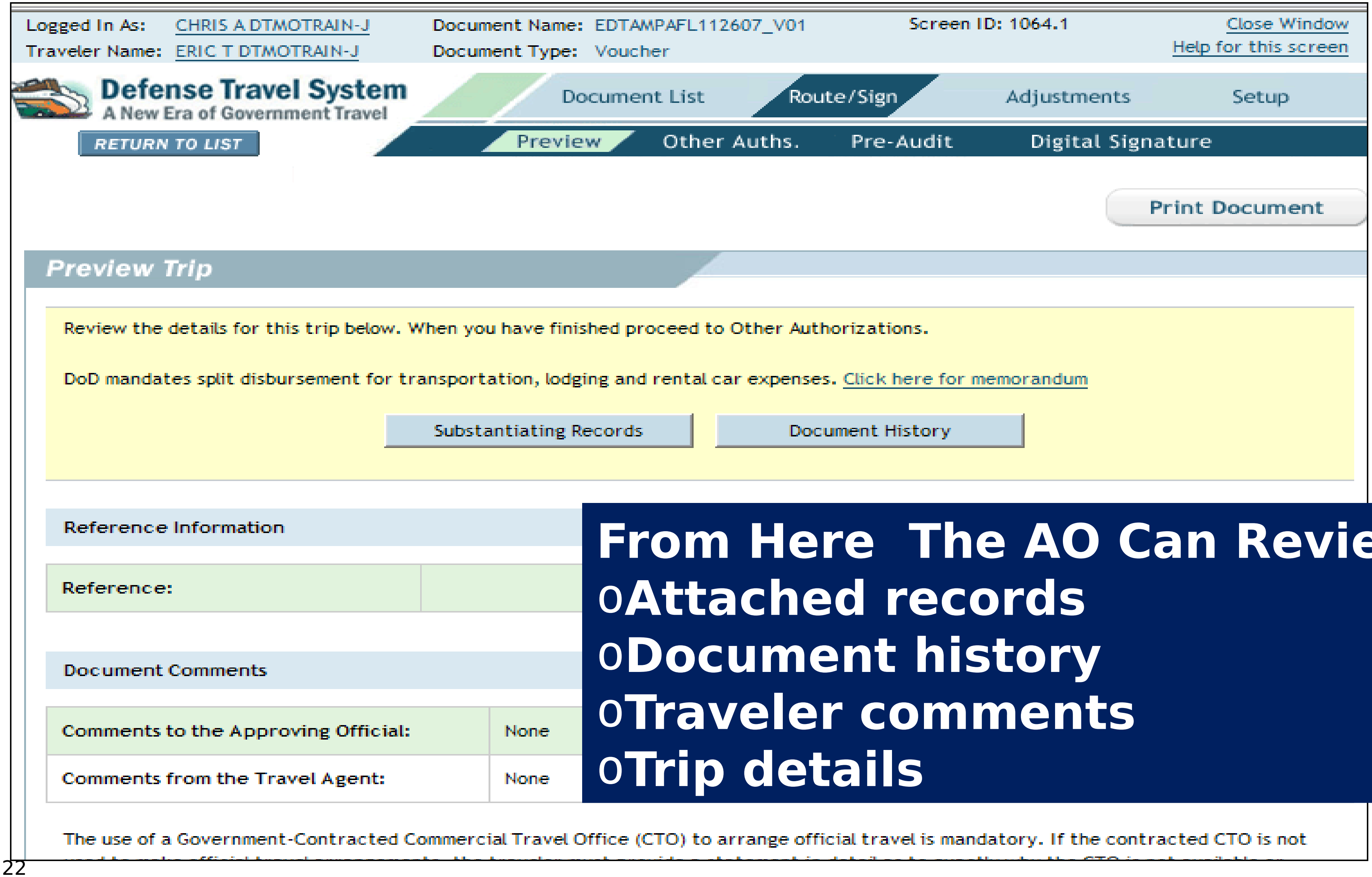
Review	Sort by Type	Sort by Document	Sorted by Awaiting Status	TA Number	Days Left	Sort by Dep Date	Sort by Traveler	Total Cost	Net to Trav	Adv Requested	Max Adv Allowed
› review	VCH	EDTAMPAFL112607_V01	APPROVED	0NYWRD		11/26/07	DTMOTRAIN-J, ERIC	$1,406.61	$1,406.61	$0.00	$0.00

PREVIEW TRIP SCREEN


Logged In As: CHRIS A DTMOTRAIN-J
Traveler Name: ERIC T DTMOTRAIN-J
Document Name: EDTAMPAFL112607_V01
Document Type: Voucher
Screen ID: 1064.1

Close Window
Help for this screen
Defense Travel System
A New Era of Government Travel
RETURN TO LIST
Document List
Route/Sign
Adjustments
Setup
Preview
Other Auths.
Pre-Audit
Digital Signature
Print Document
Substantiating Records
Document History

Preview Trip

Review the details for this trip below. When you have finished proceed to Other Authorizations.

DoD mandates split disbursement for transportation, lodging and rental car expenses. Click here for memorandum

Reference Information

Reference:	

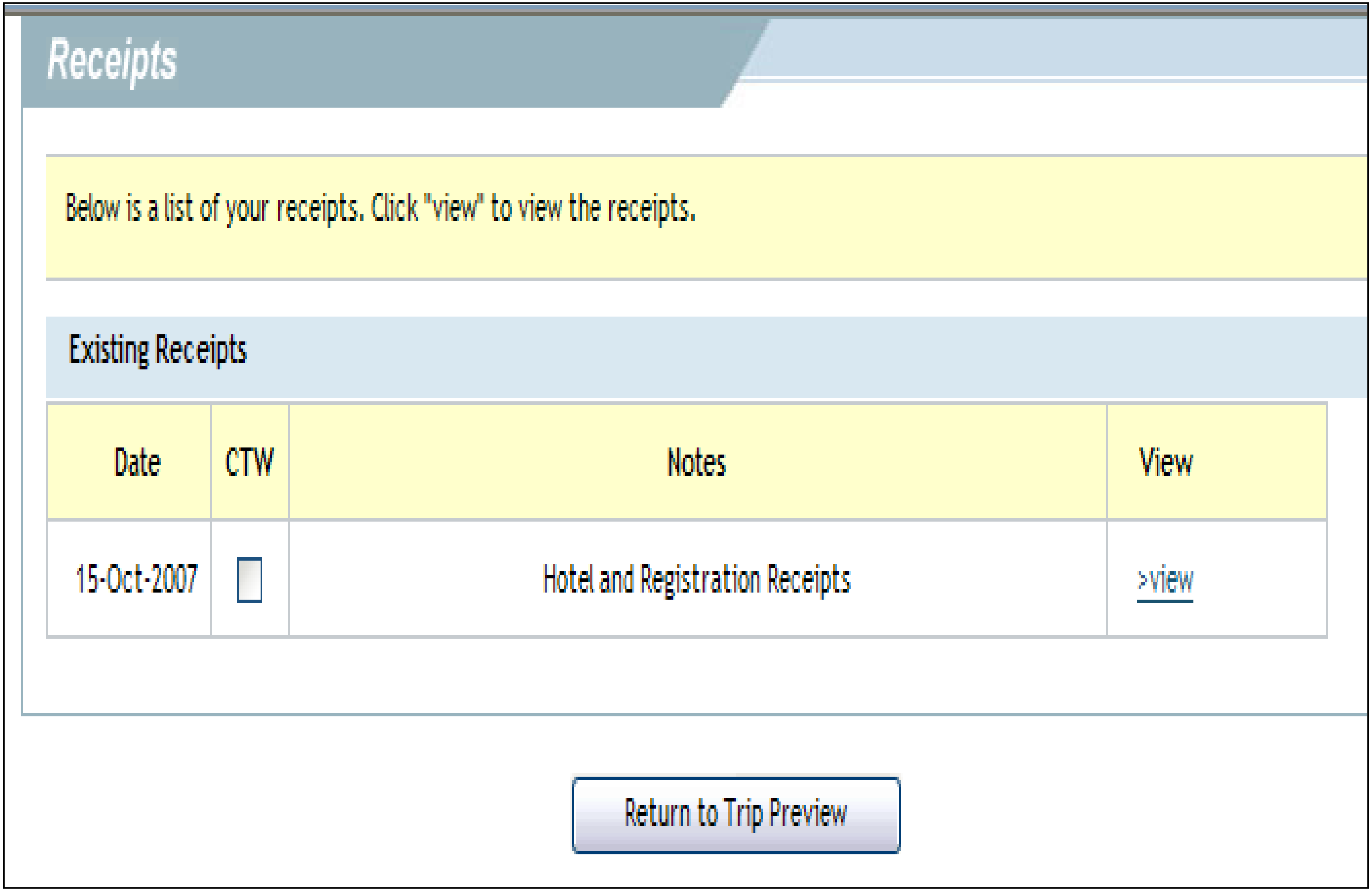
Document Comments

Comments to the Approving Official:	None
Comments from the Travel Agent:	None

The use of a Government-Contracted Commercial Travel Office (CTO) to arrange official travel is mandatory. If the contracted CTO is not

From Here The AO Can Review
- **Attached records**
- **Document history**
- **Traveler comments**
- **Trip details**

SUBSTANTIATING RECORDS



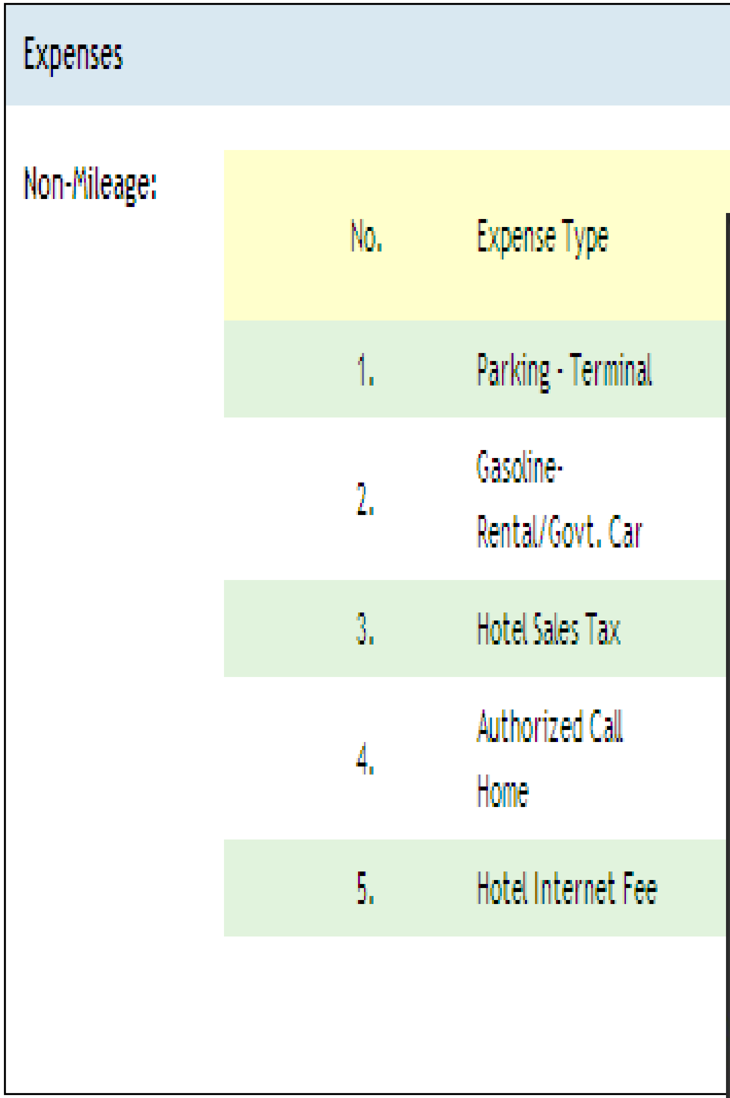
Receipts

Below is a list of your receipts. Click "view" to view the receipts.

Existing Receipts

Date	CTW	Notes	View
15-Oct-2007	☐	Hotel and Registration Receipts	>view

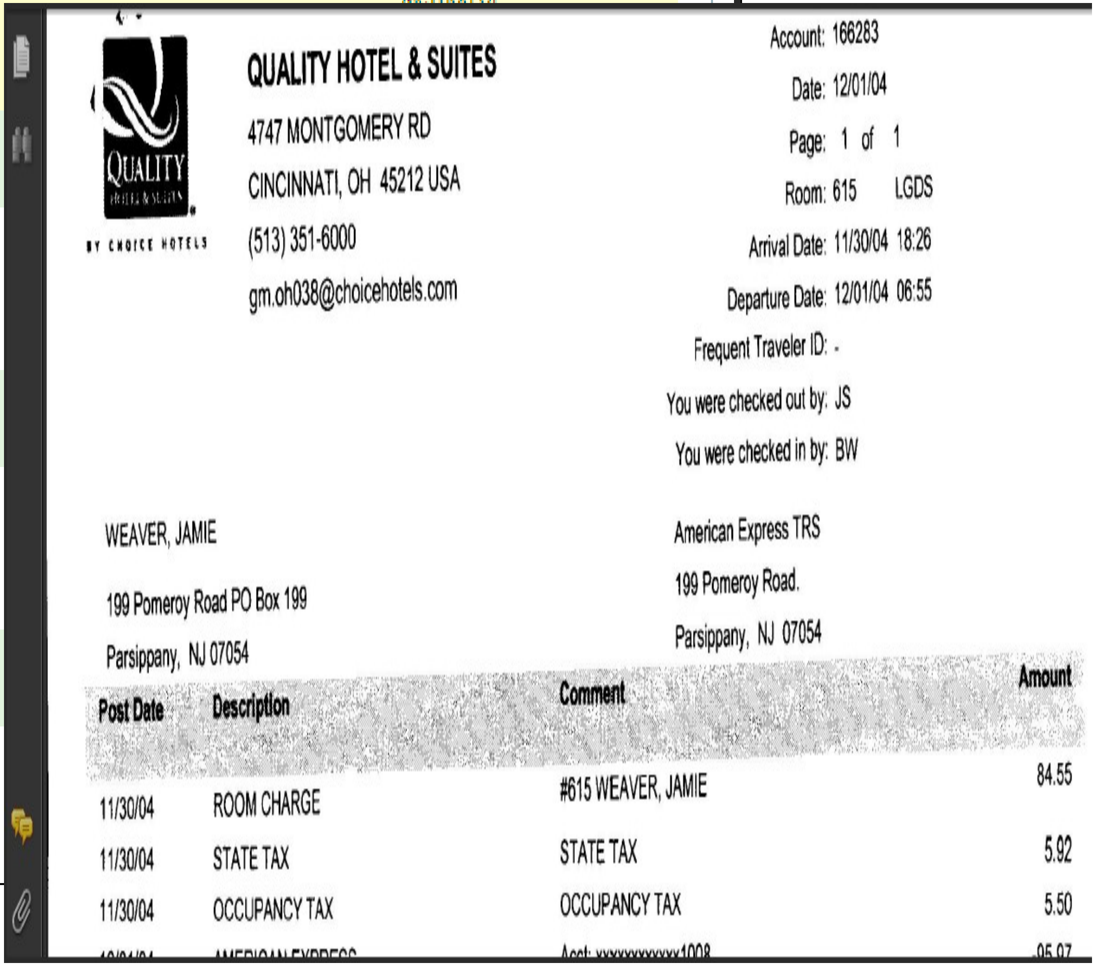
SUBSTANTIATING RECORDS



Expenses

Non-Mileage:

No.	Expense Type	Method of
1.	Parking - Terminal	
2.	Gasoline-Rental/Govt. Car	
3.	Hotel Sales Tax	
4.	Authorized Call Home	
5.	Hotel Internet Fee	



QUALITY HOTEL & SUITES
4747 MONTGOMERY RD
CINCINNATI, OH 45212 USA
(513) 351-6000
gm.oh038@choicehotels.com

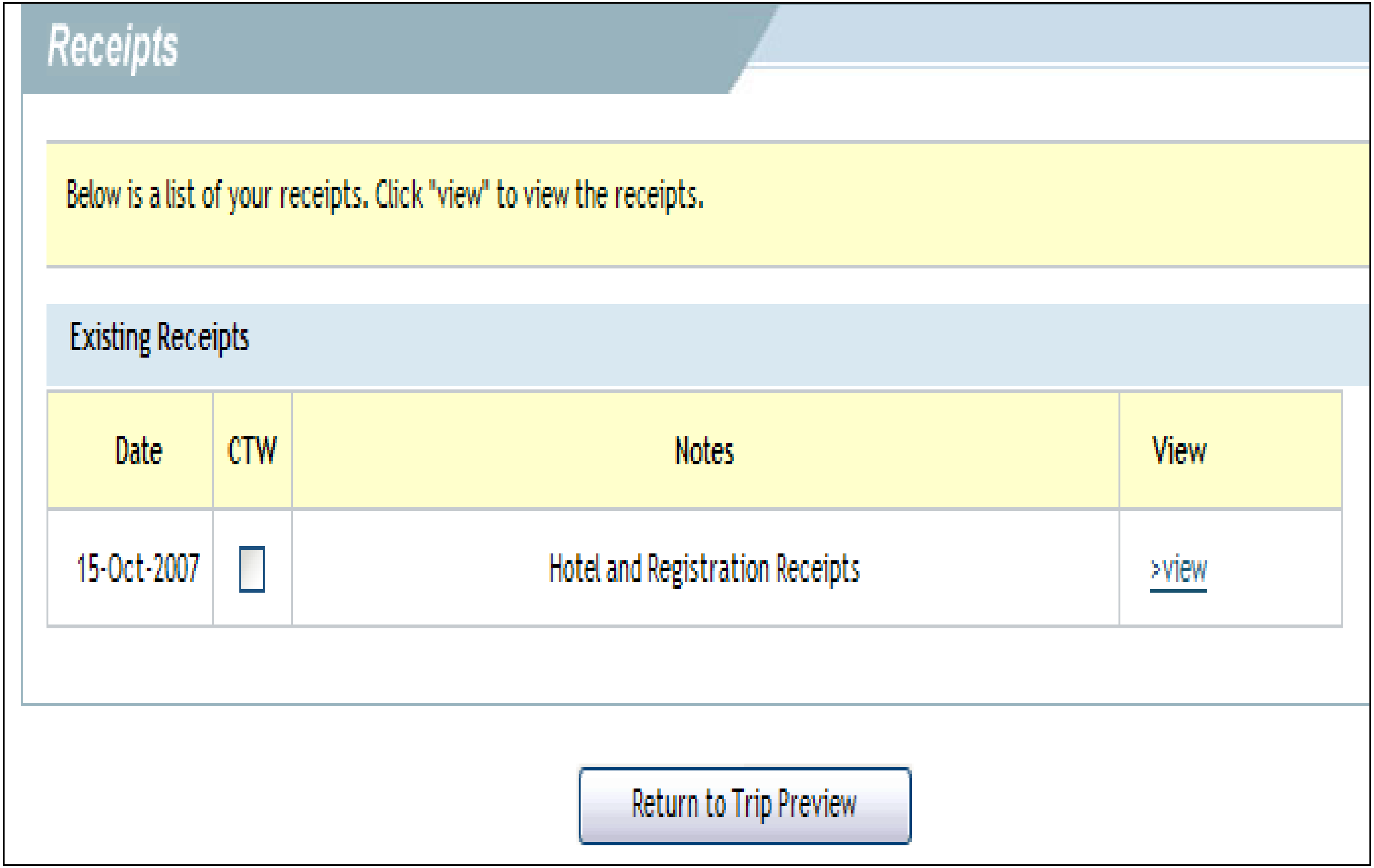
Account: 166283
Date: 12/01/04
Page: 1 of 1
Room: 615 LGDS
Arrival Date: 11/30/04 18:26
Departure Date: 12/01/04 06:55
Frequent Traveler ID: -
You were checked out by: JS
You were checked in by: BW

WEAVER, JAMIE
199 Pomeroy Road PO Box 199
Parsippany, NJ 07054

American Express TRS
199 Pomeroy Road.
Parsippany, NJ 07054

Post Date	Description	Comment	Amount
11/30/04	ROOM CHARGE	#615 WEAVER, JAMIE	84.55
11/30/04	STATE TAX	STATE TAX	5.92
11/30/04	OCCUPANCY TAX	OCCUPANCY TAX	5.50

SUBSTANTIATING RECORDS



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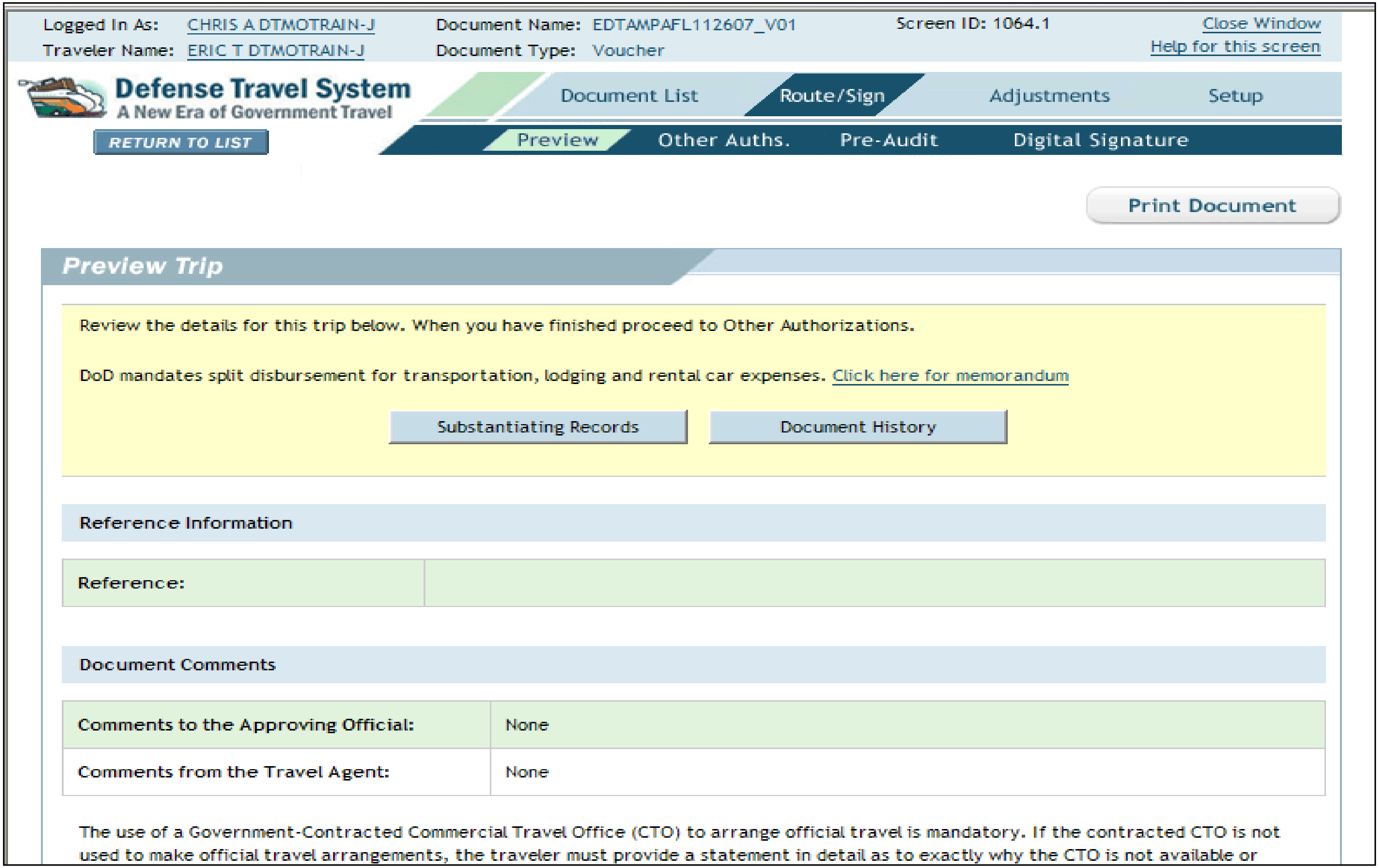
Date	CTW	Notes	View
15-Oct-2007	☐	Hotel and Registration Receipts	>view

PREVIEW TRIP SCREEN



Close Window
Help for this screen
Defense Travel System
A New Era of Government Travel
RETURN TO LIST
Document List
Route/Sign
Adjustments
Setup
Preview
Other Auths.
Pre-Audit
Digital Signature
Print Document
Preview Trip
Substantiating Records
Document History

Logged In As: CHRIS A DTMOTRAIN-J
Traveler Name: ERIC T DTMOTRAIN-J
Document Name: EDTAMPAFL112607_V01
Document Type: Voucher
Screen ID: 1064.1

Review the details for this trip below. When you have finished proceed to Other Authorizations.

DoD mandates split disbursement for transportation, lodging and rental car expenses. Click here for memorandum

Reference Information

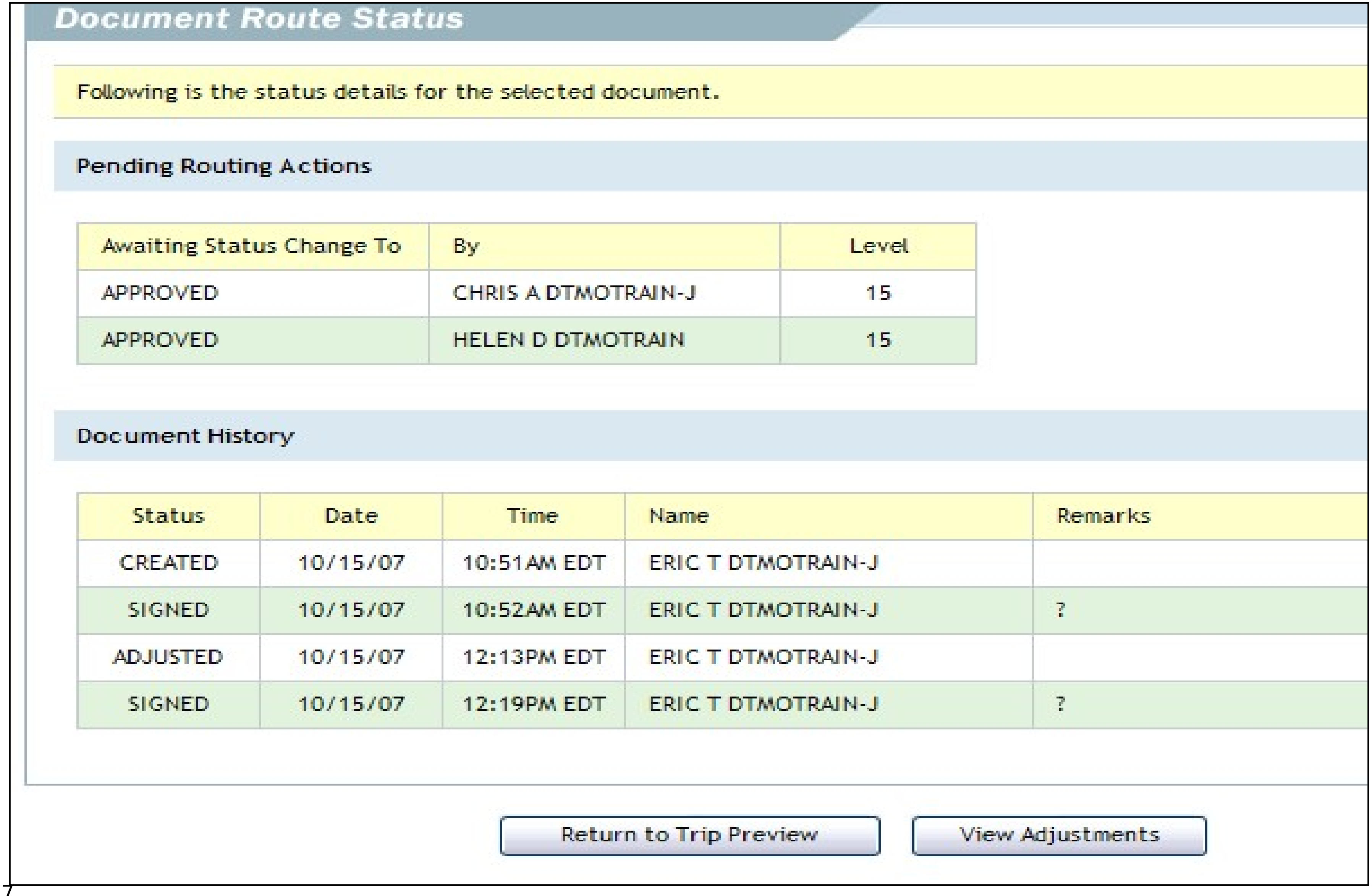
Reference:	

Document Comments

Comments to the Approving Official:	None
Comments from the Travel Agent:	None

The use of a Government-Contracted Commercial Travel Office (CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or

DOCUMENT ROUTE STATUS



Document Route Status

Following is the status details for the selected document.

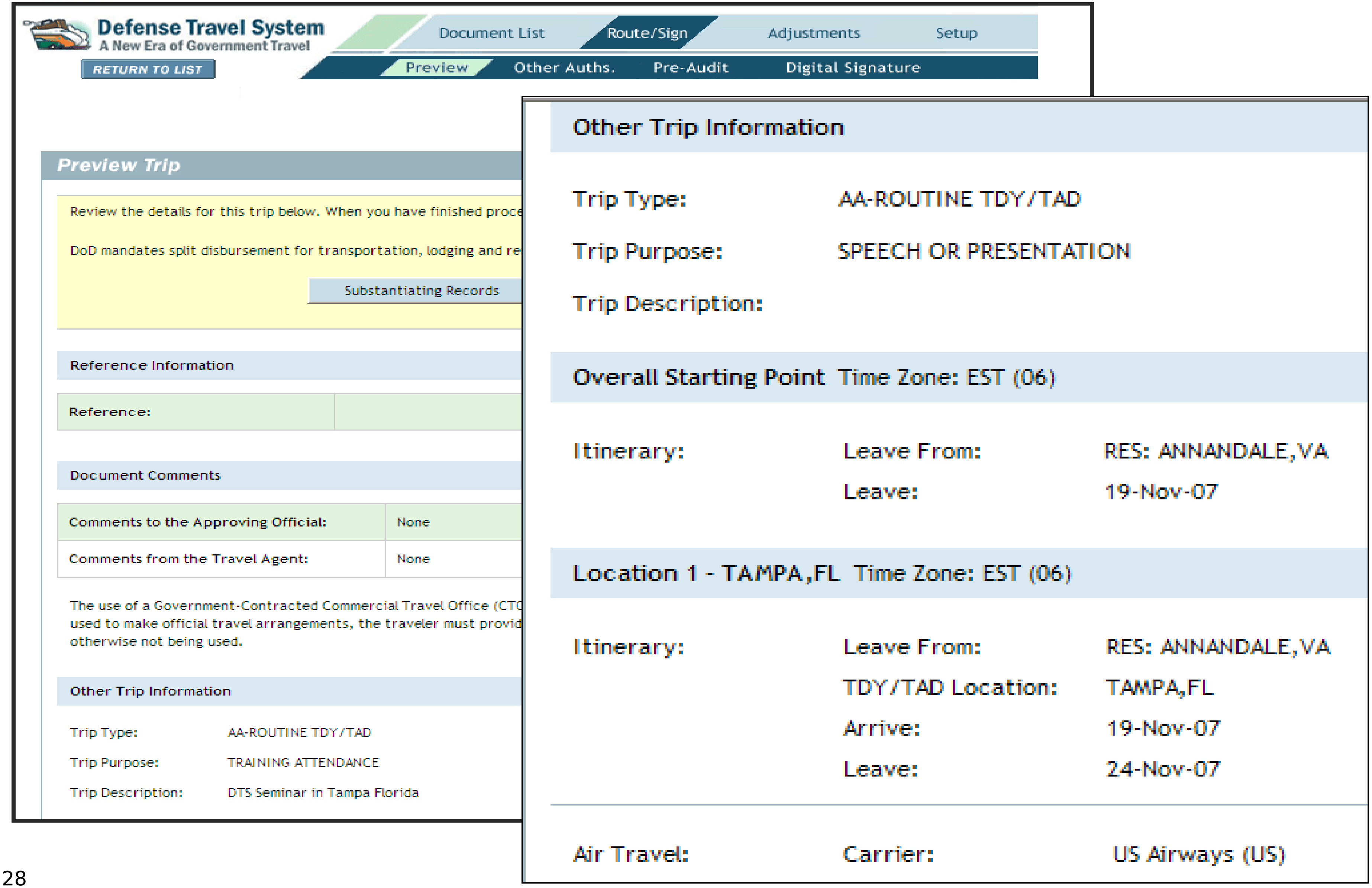
Pending Routing Actions

Awaiting Status Change To	By	Level
APPROVED	CHRIS A DTMOTRAIN-J	15
APPROVED	HELEN D DTMOTRAIN	15

Document History

Status	Date	Time	Name	Remarks
CREATED	10/15/07	10:51AM EDT	ERIC T DTMOTRAIN-J	
SIGNED	10/15/07	10:52AM EDT	ERIC T DTMOTRAIN-J	?
ADJUSTED	10/15/07	12:13PM EDT	ERIC T DTMOTRAIN-J	
SIGNED	10/15/07	12:19PM EDT	ERIC T DTMOTRAIN-J	?

PREVIEW TRIP SCREEN


Defense Travel System
A New Era of Government Travel
RETURN TO LIST
Document List
Route/Sign
Adjustments
Setup
Preview
Other Auths.
Pre-Audit
Digital Signature
Substantiating Records

Preview Trip

Review the details for this trip below. When you have finished proce

DoD mandates split disbursement for transportation, lodging and re

Reference Information

Reference:	

Document Comments

Comments to the Approving Official:	None
Comments from the Travel Agent:	None

The use of a Government-Contracted Commercial Travel Office (CT
used to make official travel arrangements, the traveler must provid
otherwise not being used.

Other Trip Information

Trip Type:	AA-ROUTINE TDY/TAD
Trip Purpose:	TRAINING ATTENDANCE
Trip Description:	DTS Seminar in Tampa Florida

Other Trip Information

Trip Type:	AA-ROUTINE TDY/TAD
Trip Purpose:	SPEECH OR PRESENTATION
Trip Description:	

Overall Starting Point Time Zone: EST (06)

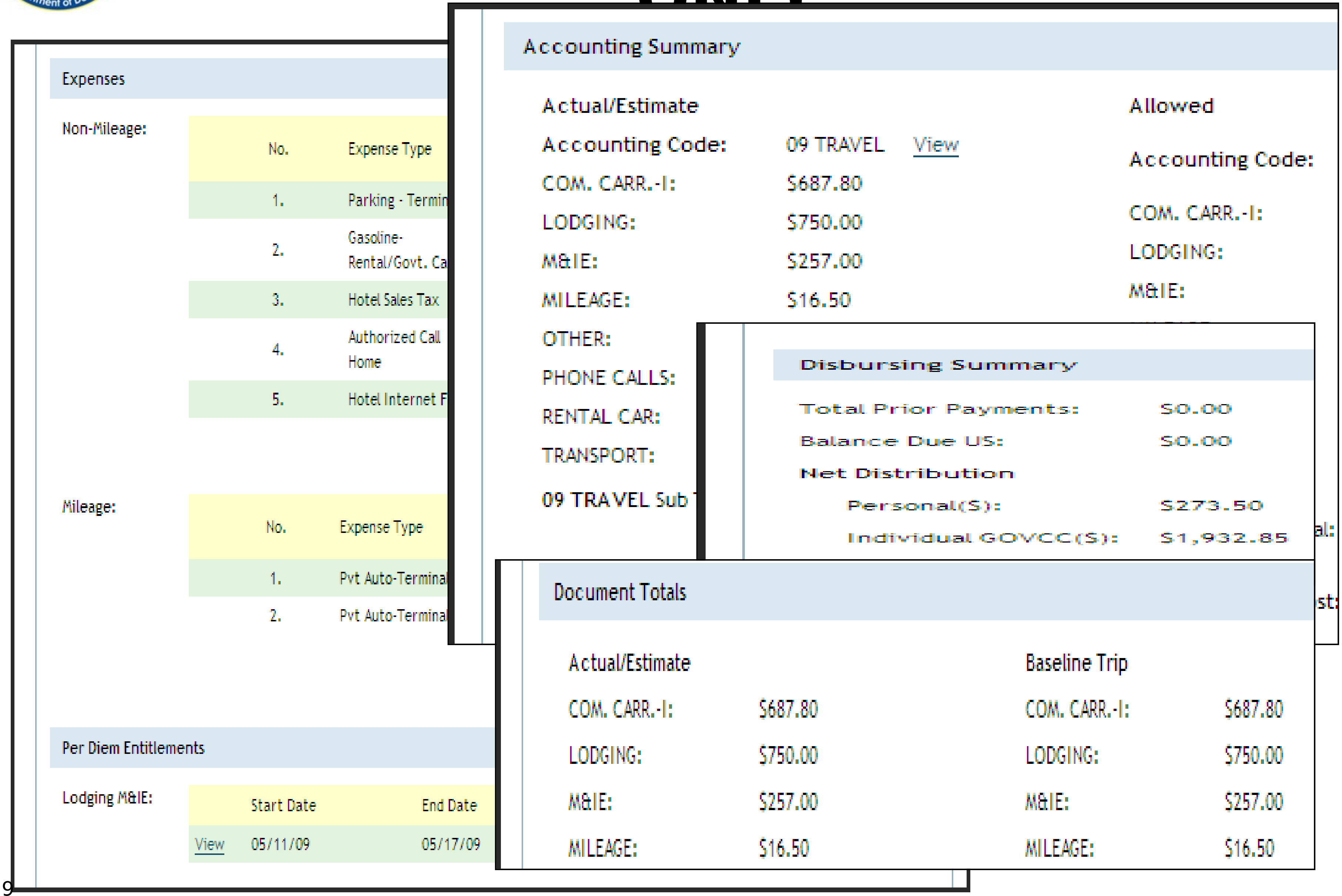
Itinerary:	Leave From:	RES: ANNANDALE,VA
	Leave:	19-Nov-07

Location 1 - TAMPA,FL Time Zone: EST (06)

Itinerary:	Leave From:	RES: ANNANDALE,VA
	TDY/TAD Location:	TAMPA,FL
	Arrive:	19-Nov-07
	Leave:	24-Nov-07

Air Travel:	Carrier:	US Airways (US)

PREVIEW TRIP SCREEN VIEW ONLY



Expenses

Non-Mileage:

No.	Expense Type
1.	Parking - Termin
2.	Gasoline-Rental/Govt. Ca
3.	Hotel Sales Tax
4.	Authorized Call Home
5.	Hotel Internet F

Mileage:

No.	Expense Type
1.	Pvt Auto-Termina
2.	Pvt Auto-Termina

Per Diem Entitlements

Lodging M&IE:

	Start Date	End Date
View	05/11/09	05/17/09

Accounting Summary

Actual/Estimate			Allowed
Accounting Code:	09 TRAVEL	View	Accounting Code:
COM. CARR.-I:	$687.80		COM. CARR.-I:
LODGING:	$750.00		LODGING:
M&IE:	$257.00		M&IE:
MILEAGE:	$16.50		
OTHER:			
PHONE CALLS:			
RENTAL CAR:			
TRANSPORT:			
09 TRAVEL Sub			al:
			st:

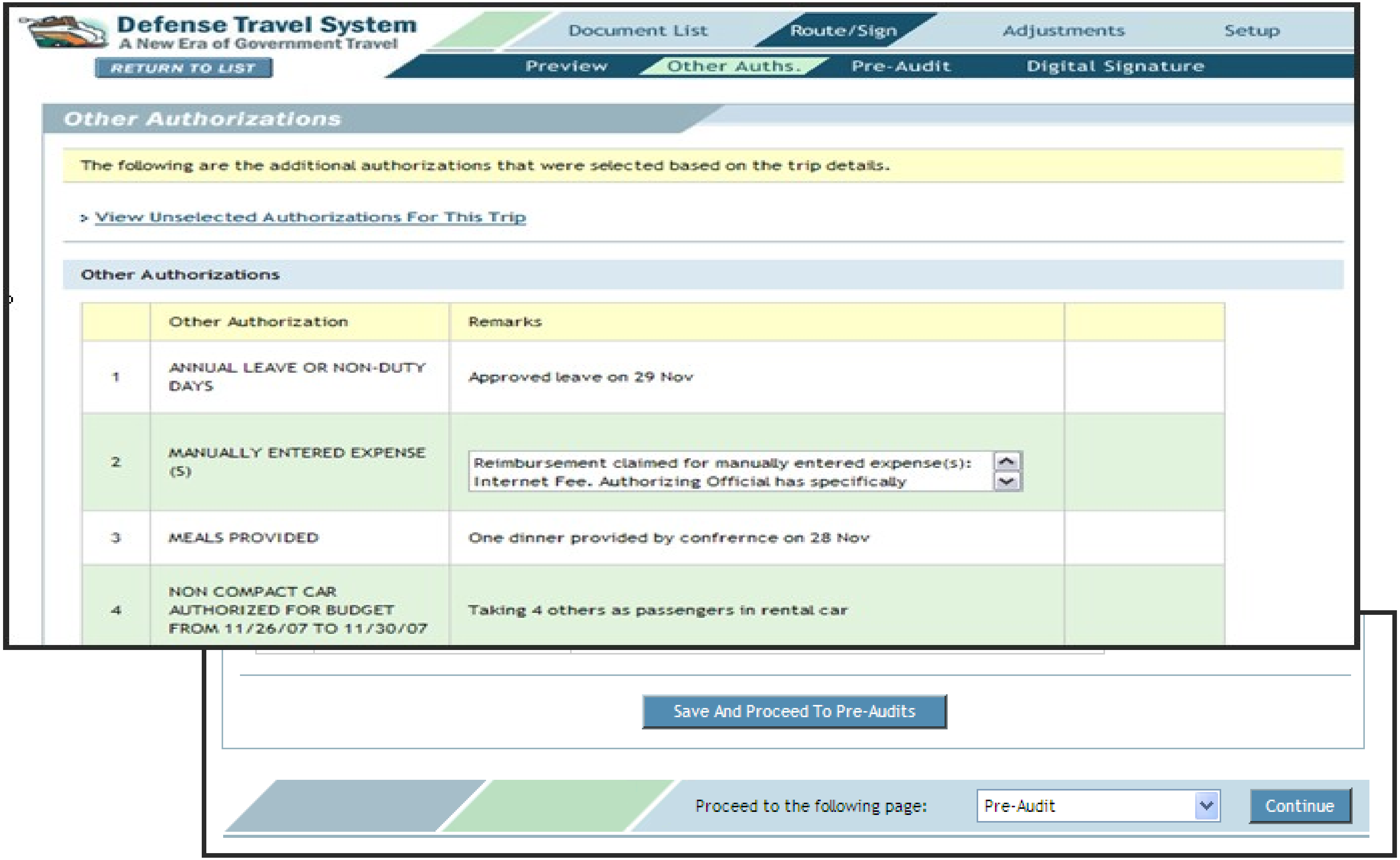
Disbursing Summary

Total Prior Payments:	$0.00
Balance Due US:	$0.00
Net Distribution	
Personal(S):	$273.50
Individual GOVCC(S):	$1,932.85

Document Totals

Actual/Estimate		Baseline Trip	
COM. CARR.-I:	$687.80	COM. CARR.-I:	$687.80
LODGING:	$750.00	LODGING:	$750.00
M&IE:	$257.00	M&IE:	$257.00
MILEAGE:	$16.50	MILEAGE:	$16.50

OTHER AUTHORIZATIONS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RETURN TO LIST
Document List
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Adjustments
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Preview
Other Auths.
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Digital Signature
Save And Proceed To Pre-Audits
Continue

Other Authorizations

The following are the additional authorizations that were selected based on the trip details.

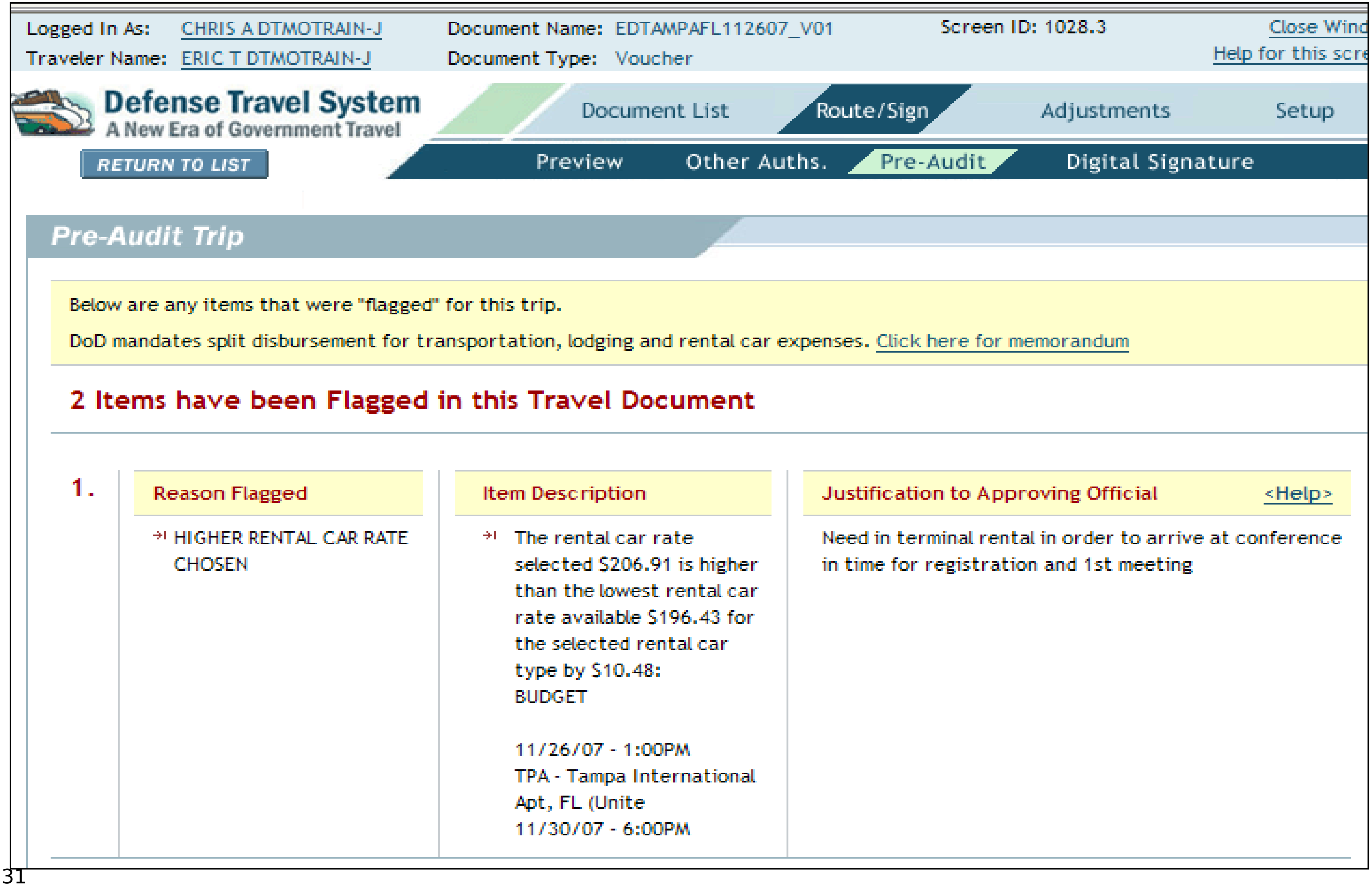
› View Unselected Authorizations For This Trip

Other Authorizations

	Other Authorization	Remarks	
1	ANNUAL LEAVE OR NON-DUTY DAYS	Approved leave on 29 Nov	
2	MANUALLY ENTERED EXPENSE (S)	Reimbursement claimed for manually entered expense(s): Internet Fee. Authorizing Official has specifically	
3	MEALS PROVIDED	One dinner provided by confrernce on 28 Nov	
4	NON COMPACT CAR AUTHORIZED FOR BUDGET FROM 11/26/07 TO 11/30/07	Taking 4 others as passengers in rental car	

Proceed to the following page: Pre-Audit

PRE-AUDIT



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Logged In As: CHRIS A DTMOTRAIN-J
Traveler Name: ERIC T DTMOTRAIN-J
Document Name: EDTAMPAFL112607_V01
Document Type: Voucher
Screen ID: 1028.3

Pre-Audit Trip

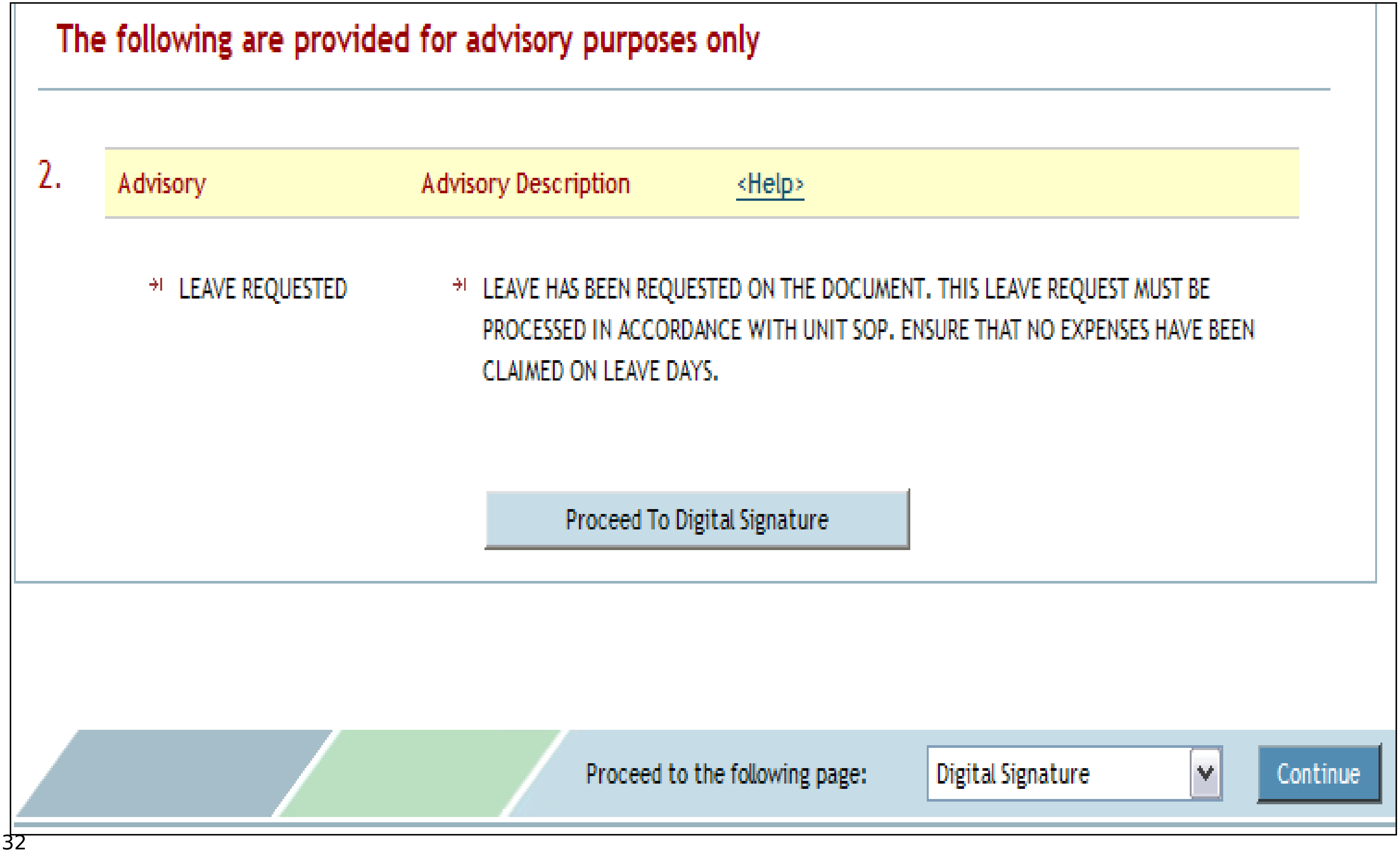
Below are any items that were "flagged" for this trip.

DoD mandates split disbursement for transportation, lodging and rental car expenses. Click here for memorandum

2 Items have been Flagged in this Travel Document

	Reason Flagged	Item Description	Justification to Approving Official
1.	HIGHER RENTAL CAR RATE CHOSEN	The rental car rate selected $206.91 is higher than the lowest rental car rate available $196.43 for the selected rental car type by $10.48: BUDGET 11/26/07 - 1:00PM TPA - Tampa International Apt, FL (Unite 11/30/07 - 6:00PM	Need in terminal rental in order to arrive at conference in time for registration and 1st meeting

ADVISORY NOTICES
PROCEED TO DIGITAL SIGNATURE



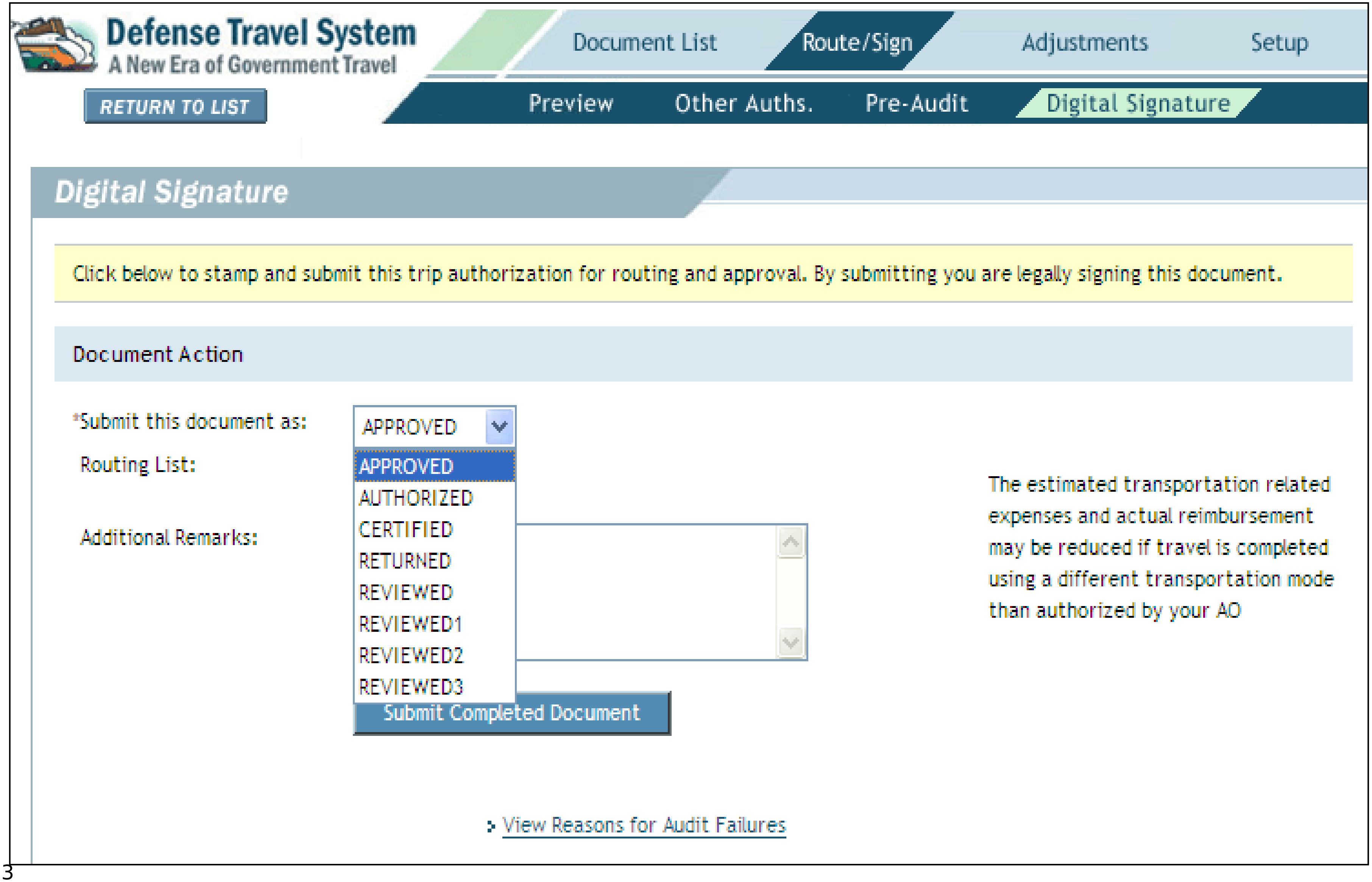
The following are provided for advisory purposes only

2.

Advisory	Advisory Description	<Help>
LEAVE REQUESTED	LEAVE HAS BEEN REQUESTED ON THE DOCUMENT. THIS LEAVE REQUEST MUST BE PROCESSED IN ACCORDANCE WITH UNIT SOP. ENSURE THAT NO EXPENSES HAVE BEEN CLAIMED ON LEAVE DAYS.	

Proceed to the following page: Digital Signature

DIGITAL SIGNATURE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Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

*Submit this document as: APPROVED

Routing List:

Additional Remarks:

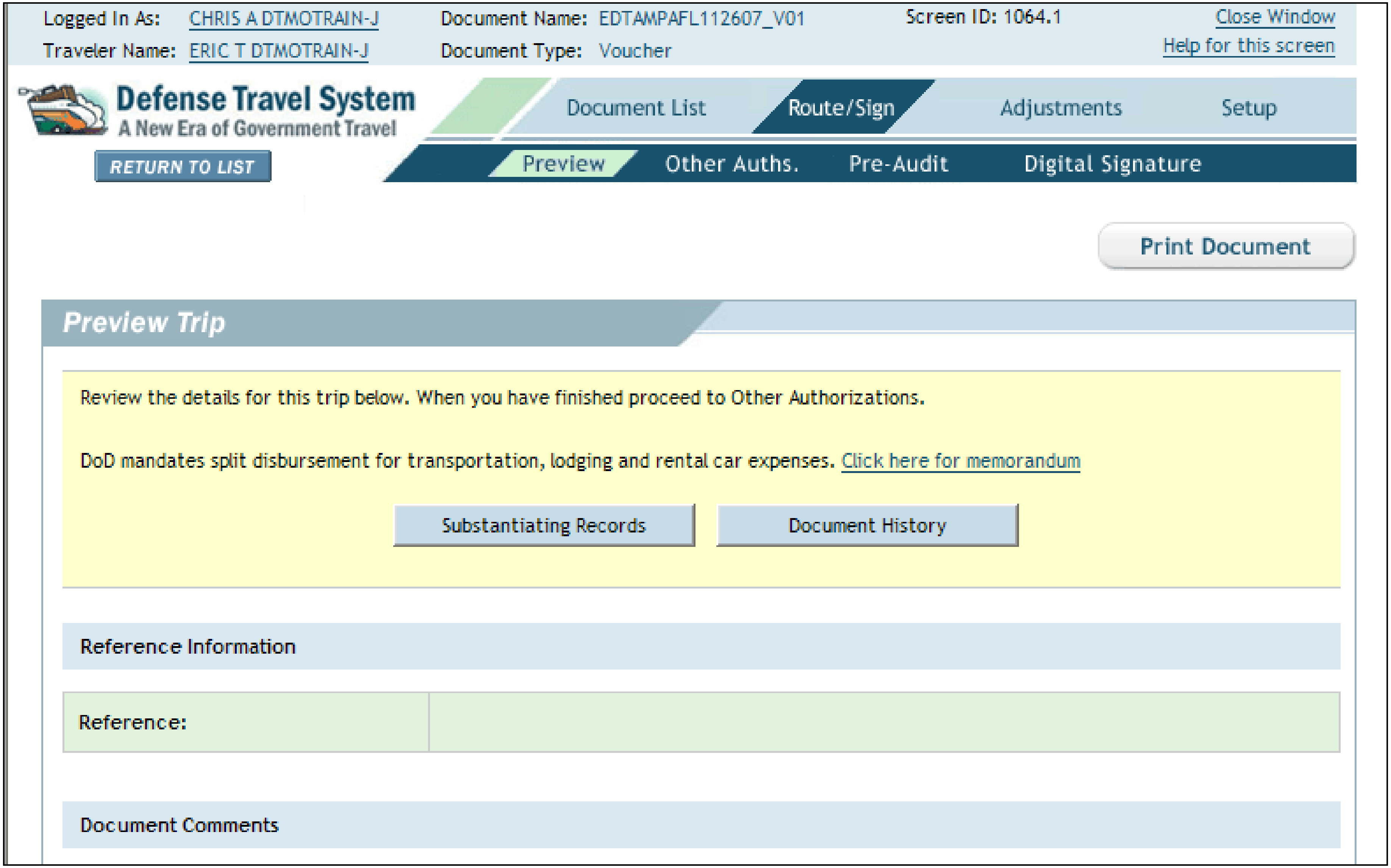
APPROVED
AUTHORIZED
CERTIFIED
RETURNED
REVIEWED
REVIEWED1
REVIEWED2
REVIEWED3
Submit Completed Document

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO

View Reasons for Audit Failures

QUESTIONS?

ADJUSTMENTS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Document History

Logged In As: CHRIS A DTMOTRAIN-J
Traveler Name: ERIC T DTMOTRAIN-J
Document Name: EDTAMPAFL112607_V01
Document Type: Voucher
Screen ID: 1064.1

Preview Trip

Review the details for this trip below. When you have finished proceed to Other Authorizations.

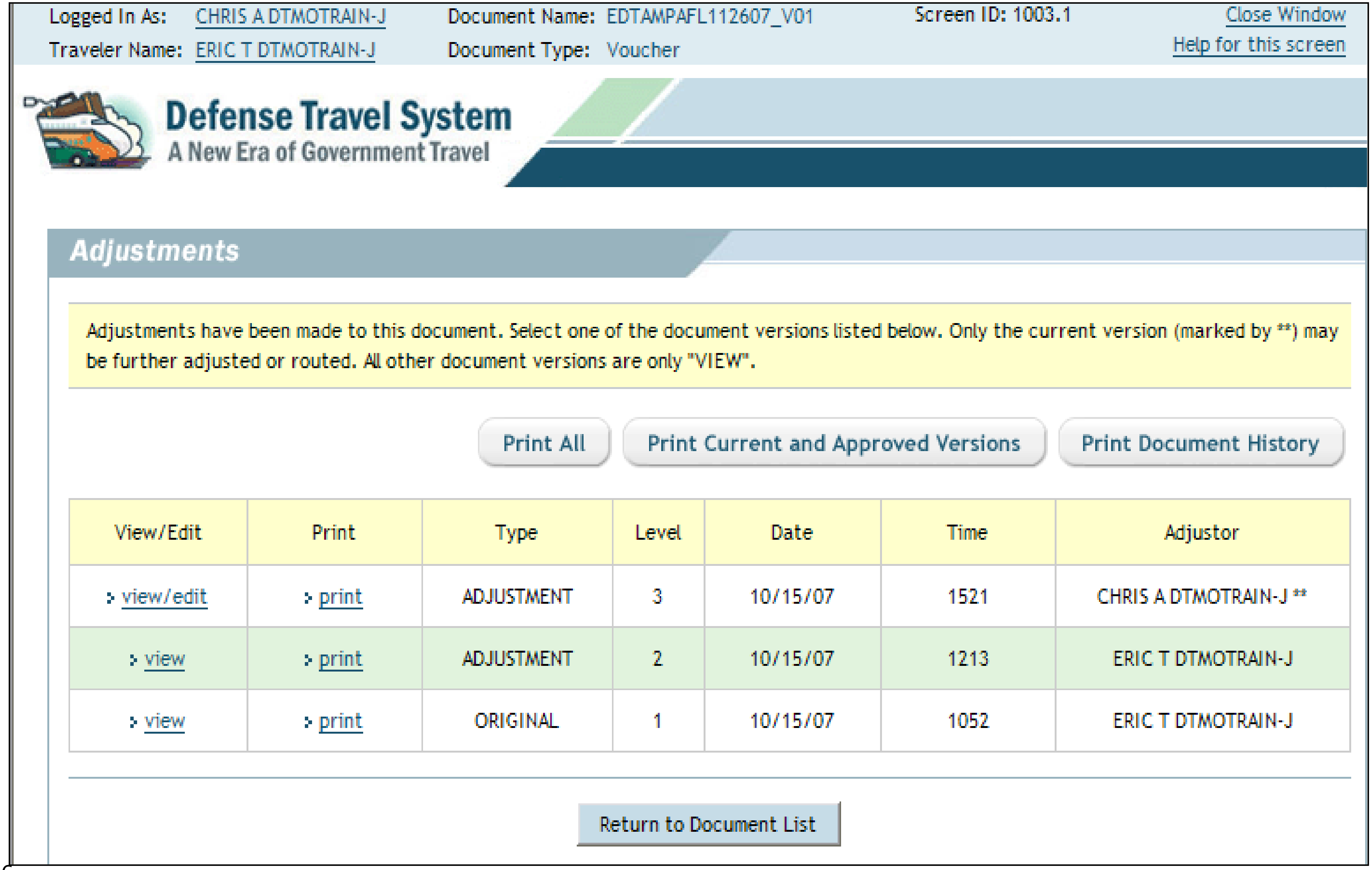
DoD mandates split disbursement for transportation, lodging and rental car expenses. Click here for memorandum

Reference Information

Reference:	

Document Comments

ADJUSTMENTS VIEW/EDIT


Close Window
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Print All
Print Current and Approved Versions
Print Document History
Return to Document List

Logged In As: CHRIS A DTMOTRAIN-J

Traveler Name: ERIC T DTMOTRAIN-J

Document Name: EDTAMPAFL112607_V01

Document Type: Voucher

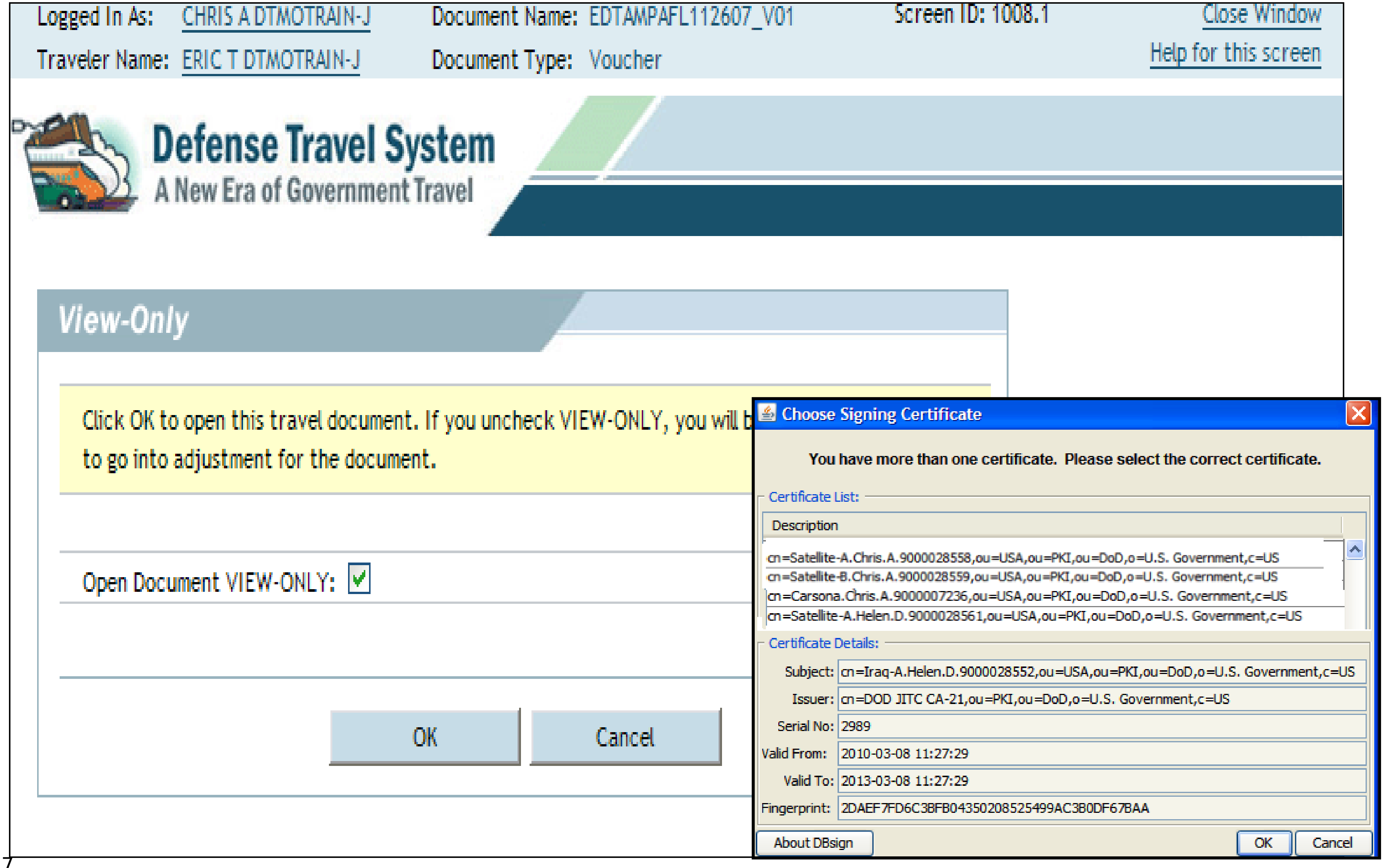
Screen ID: 1003.1

Adjustments

Adjustments have been made to this document. Select one of the document versions listed below. Only the current version (marked by **) may be further adjusted or routed. All other document versions are only "VIEW".

View/Edit	Print	Type	Level	Date	Time	Adjustor
view/edit	print	ADJUSTMENT	3	10/15/07	1521	CHRIS A DTMOTRAIN-J **
view	print	ADJUSTMENT	2	10/15/07	1213	ERIC T DTMOTRAIN-J
view	print	ORIGINAL	1	10/15/07	1052	ERIC T DTMOTRAIN-J

VIEW ONLY



Logged In As: CHRIS A DTMOTRAIN-J
Document Name: EDTAMPAFL112607_V01
Screen ID: 1008.1
Traveler Name: ERIC T DTMOTRAIN-J
Document Type: Voucher

Close Window
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View-Only

Click OK to open this travel document. If you uncheck VIEW-ONLY, you will b
to go into adjustment for the document.

Open Document VIEW-ONLY: ☑

OK
Cancel

Choose Signing Certificate

You have more than one certificate. Please select the correct certificate.

Certificate List:

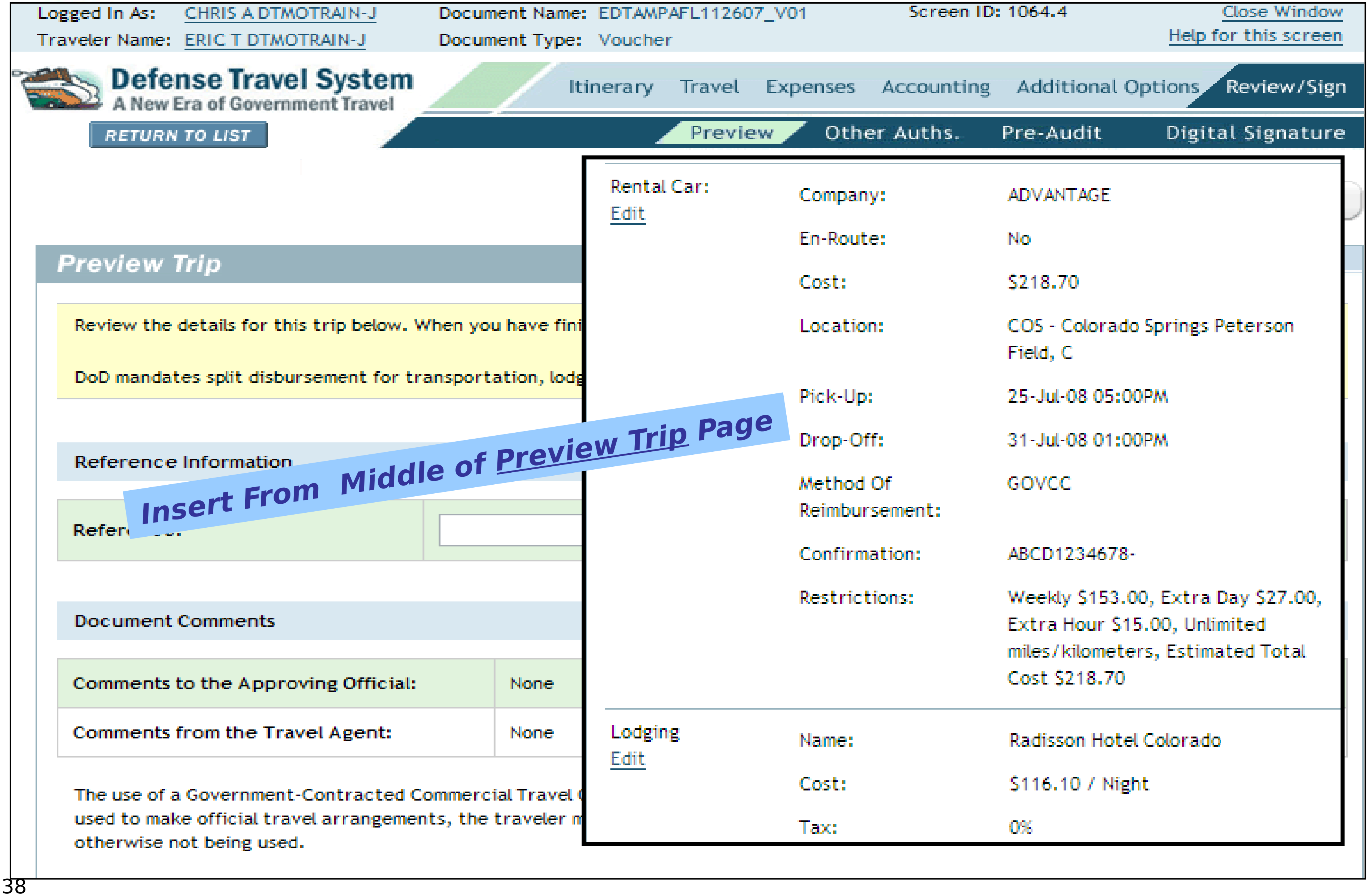
Description
cn=Satellite-A.Chris.A.9000028558,ou=USA,ou=PKI,ou=DoD,o=U.S. Government,c=US
cn=Satellite-B.Chris.A.9000028559,ou=USA,ou=PKI,ou=DoD,o=U.S. Government,c=US
cn=Carsona.Chris.A.9000007236,ou=USA,ou=PKI,ou=DoD,o=U.S. Government,c=US
cn=Satellite-A.Helen.D.9000028561,ou=USA,ou=PKI,ou=DoD,o=U.S. Government,c=US

Certificate Details:

Subject: cn=Iraq-A.Helen.D.9000028552,ou=USA,ou=PKI,ou=DoD,o=U.S. Government,c=US
Issuer: cn=DOD JITC CA-21,ou=PKI,ou=DoD,o=U.S. Government,c=US
Serial No: 2989
Valid From: 2010-03-08 11:27:29
Valid To: 2013-03-08 11:27:29
Fingerprint: 2DAEF7FD6C3BFB04350208525499AC3B0DF67BAA

About DBsign
OK
Cancel

PREVIEW TRIP



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Logged In As: CHRIS A DTMOTRAIN-J
Traveler Name: ERIC T DTMOTRAIN-J
Document Name: EDTAMPAFL112607_V01
Document Type: Voucher
Screen ID: 1064.4

Preview Trip

Review the details for this trip below. When you have fini

DoD mandates split disbursement for transportation, lodg

Reference Information

Refer

Document Comments

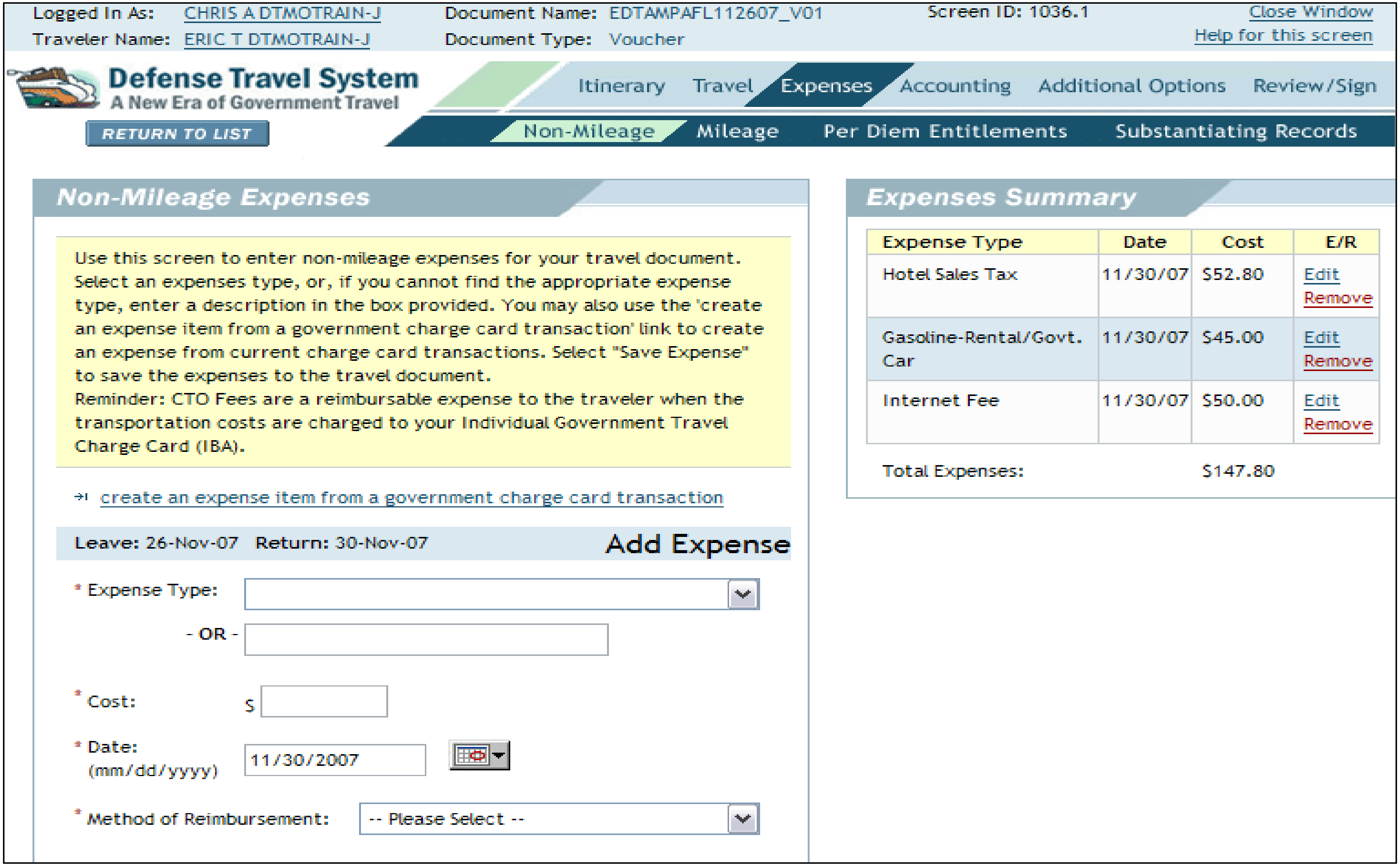
Comments to the Approving Official:	None
Comments from the Travel Agent:	None

The use of a Government-Contracted Commercial Travel
used to make official travel arrangements, the traveler m
otherwise not being used.

Insert From Middle of Preview Trip Page

Rental Car:	Company:	ADVANTAGE
	En-Route:	No
	Cost:	$218.70
	Location:	COS - Colorado Springs Peterson Field, C
	Pick-Up:	25-Jul-08 05:00PM
	Drop-Off:	31-Jul-08 01:00PM
	Method Of Reimbursement:	GOVCC
	Confirmation:	ABCD1234678-
	Restrictions:	Weekly $153.00, Extra Day $27.00, Extra Hour $15.00, Unlimited miles/kilometers, Estimated Total Cost $218.70
Lodging	Name:	Radisson Hotel Colorado
	Cost:	$116.10 / Night
	Tax:	0%

NON-MILEAGE EXPENSES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Edit
Remove
Add Expense

Logged In As: CHRIS A DTMOTRAIN-J
Traveler Name: ERIC T DTMOTRAIN-J
Document Name: EDTAMPAFL112607_V01
Document Type: Voucher
Screen ID: 1036.1

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expenses type, or, if you cannot find the appropriate expense type, enter a description in the box provided. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select "Save Expense" to save the expenses to the travel document.
Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

create an expense item from a government charge card transaction

Leave: 26-Nov-07 Return: 30-Nov-07

Add Expense

* Expense Type:

- OR -

* Cost: $

* Date: (mm/dd/yyyy) 11/30/2007

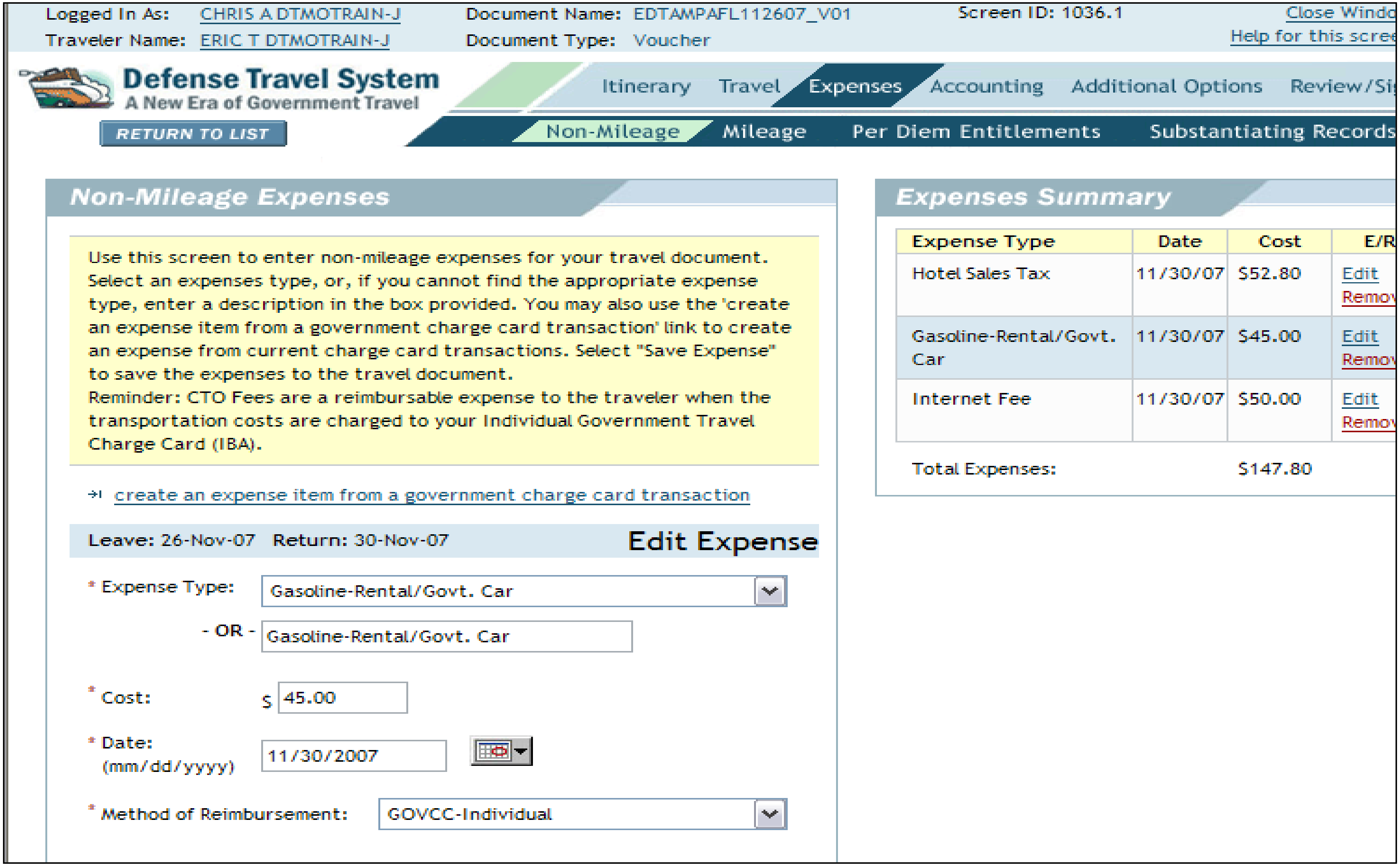
* Method of Reimbursement: -- Please Select --

Expenses Summary

Expense Type	Date	Cost	E/R
Hotel Sales Tax	11/30/07	$52.80	Edit Remove
Gasoline-Rental/Govt. Car	11/30/07	$45.00	Edit Remove
Internet Fee	11/30/07	$50.00	Edit Remove

Total Expenses: $147.80

EDIT NON-MILEAGE EXPENSES



Logged In As: CHRIS A DTMOTRAIN-J
Traveler Name: ERIC T DTMOTRAIN-J
Document Name: EDTAMPAFL112607_V01
Document Type: Voucher
Screen ID: 1036.1

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Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expenses type, or, if you cannot find the appropriate expense type, enter a description in the box provided. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select "Save Expense" to save the expenses to the travel document.
Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

create an expense item from a government charge card transaction

Leave: 26-Nov-07 Return: 30-Nov-07

Edit Expense

* Expense Type: Gasoline-Rental/Govt. Car

- OR - Gasoline-Rental/Govt. Car

* Cost: $ 45.00

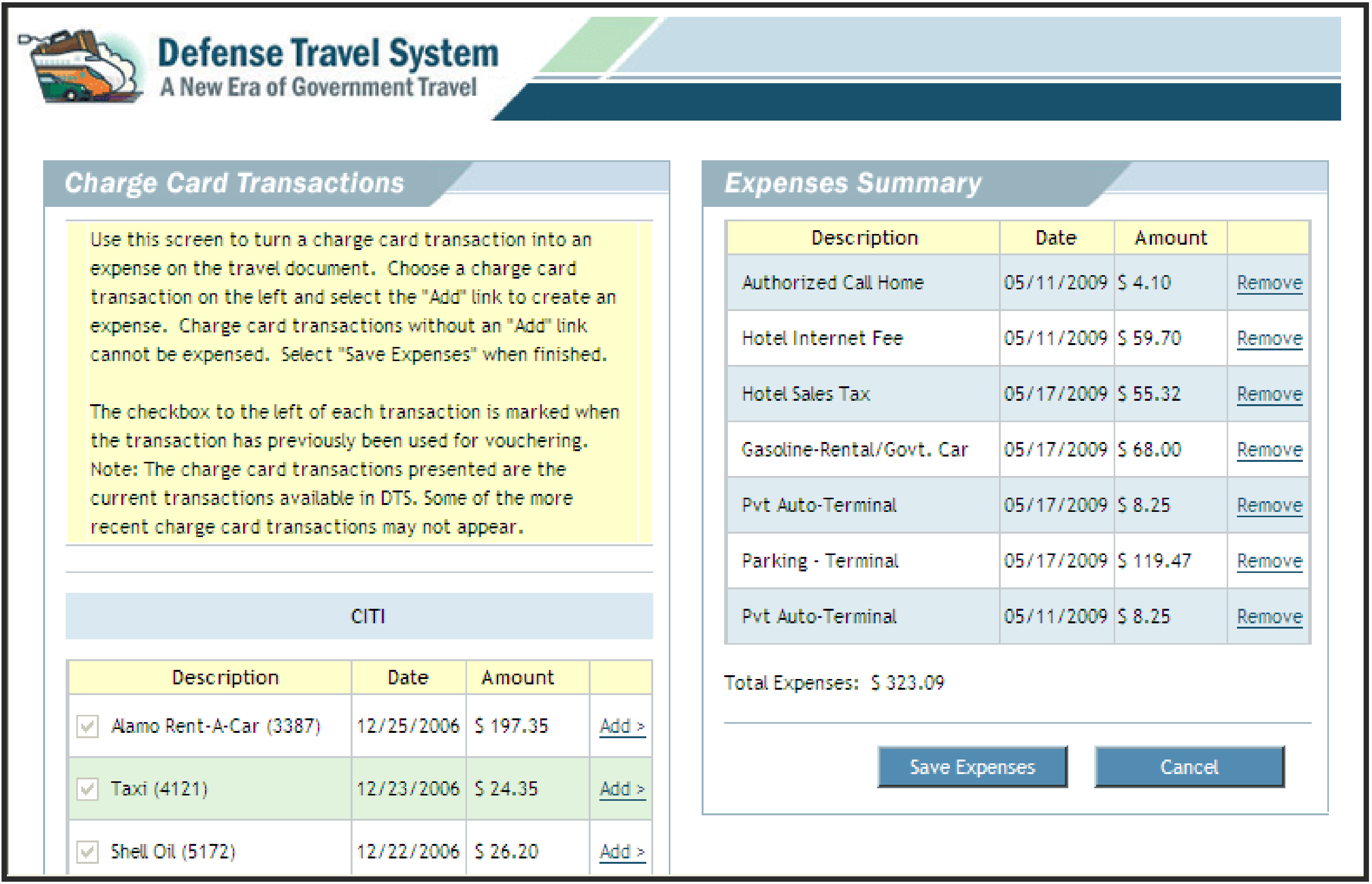
* Date: (mm/dd/yyyy) 11/30/2007

* Method of Reimbursement: GOVCC-Individual

Expenses Summary

Expense Type	Date	Cost	E/R
Hotel Sales Tax	11/30/07	$52.80	Edit Remov
Gasoline-Rental/Govt. Car	11/30/07	$45.00	Edit Remov
Internet Fee	11/30/07	$50.00	Edit Remov
Total Expenses:		$147.80	

EDIT NON-MILEAGE EXPENSES



Charge Card Transactions

Use this screen to turn a charge card transaction into an expense on the travel document. Choose a charge card transaction on the left and select the "Add" link to create an expense. Charge card transactions without an "Add" link cannot be expensed. Select "Save Expenses" when finished.

The checkbox to the left of each transaction is marked when the transaction has previously been used for vouchering. Note: The charge card transactions presented are the current transactions available in DTS. Some of the more recent charge card transactions may not appear.

CITI

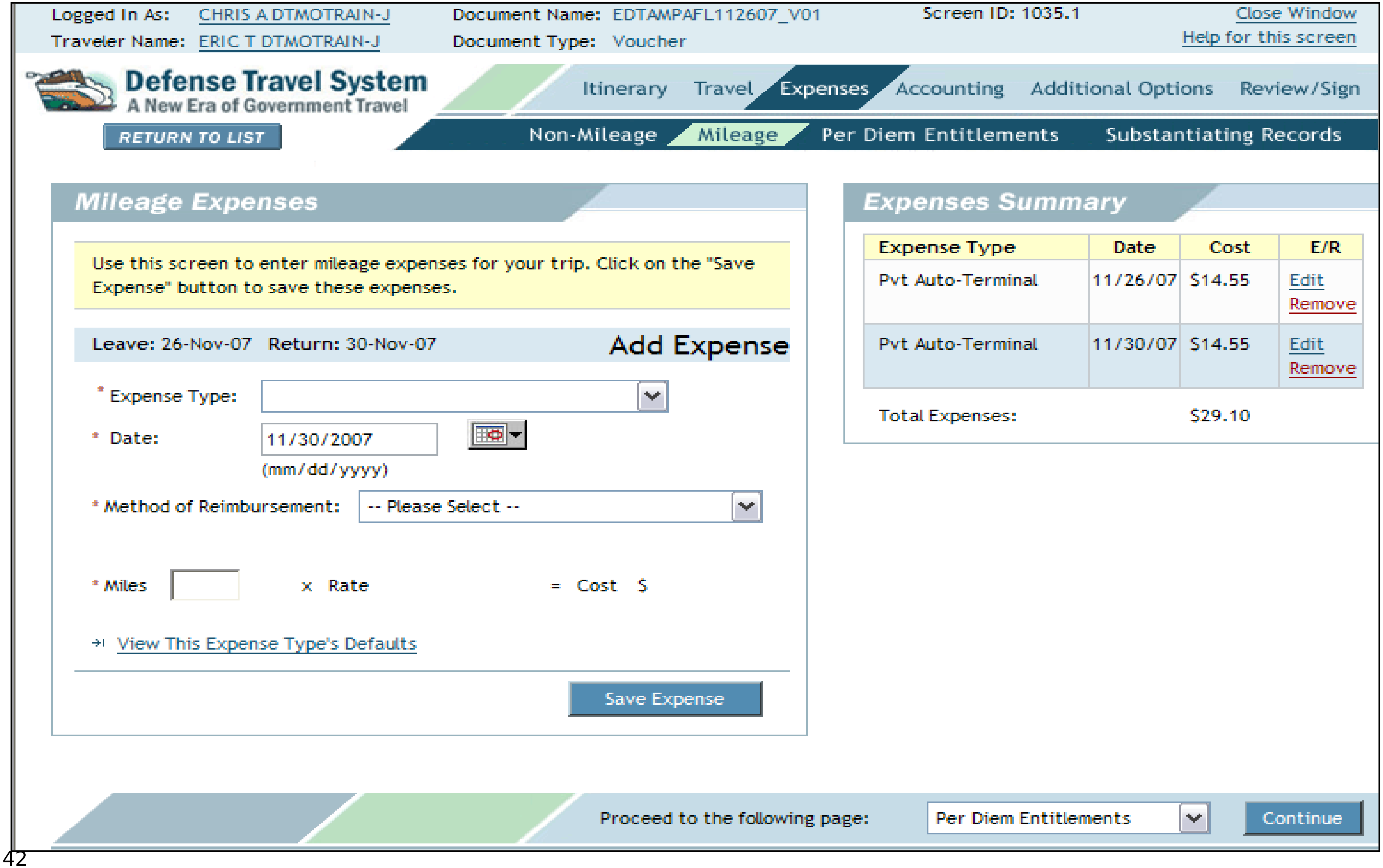
Description	Date	Amount	
☑ Alamo Rent-A-Car (3387)	12/25/2006	$ 197.35	Add >
☑ Taxi (4121)	12/23/2006	$ 24.35	Add >
☑ Shell Oil (5172)	12/22/2006	$ 26.20	Add >

Expenses Summary

Description	Date	Amount	
Authorized Call Home	05/11/2009	$ 4.10	Remove
Hotel Internet Fee	05/11/2009	$ 59.70	Remove
Hotel Sales Tax	05/17/2009	$ 55.32	Remove
Gasoline-Rental/Govt. Car	05/17/2009	$ 68.00	Remove
Pvt Auto-Terminal	05/17/2009	$ 8.25	Remove
Parking - Terminal	05/17/2009	$ 119.47	Remove
Pvt Auto-Terminal	05/11/2009	$ 8.25	Remove

Total Expenses: $ 323.09

MILEAGE EXPENSES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Close Window
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View This Expense Type's Defaults
Save Expense
Continue

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Traveler Name: ERIC T DTMOTRAIN-J
Document Name: EDTAMPAFL112607_V01
Document Type: Voucher
Screen ID: 1035.1

Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expense" button to save these expenses.

Leave: 26-Nov-07 Return: 30-Nov-07

Add Expense

* Expense Type:

* Date: 11/30/2007 (mm/dd/yyyy)

* Method of Reimbursement: -- Please Select --

* Miles x Rate = Cost $

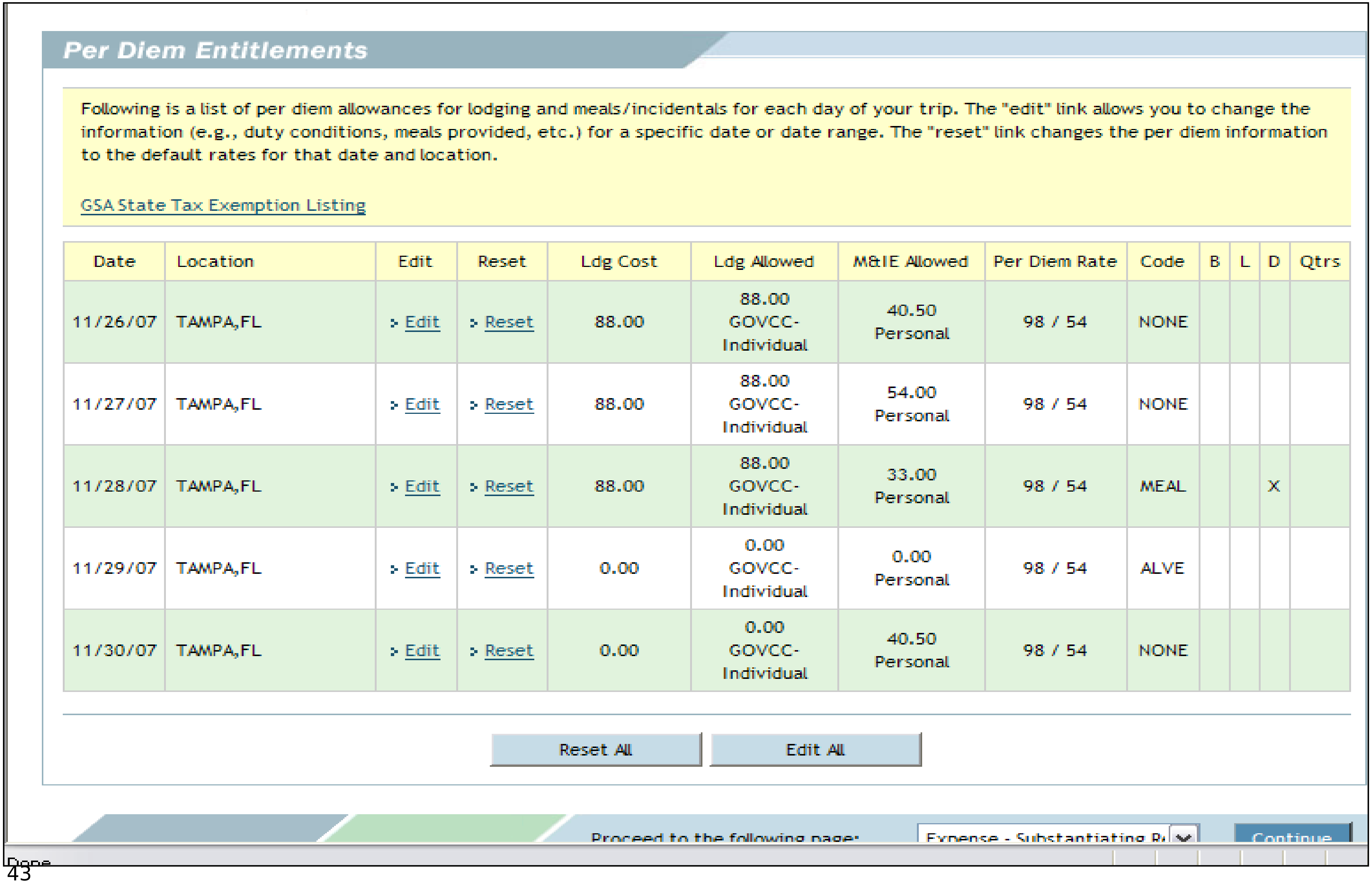
Expenses Summary

Expense Type	Date	Cost	E/R
Pvt Auto-Terminal	11/26/07	$14.55	Edit Remove
Pvt Auto-Terminal	11/30/07	$14.55	Edit Remove

Total Expenses: $29.10

Proceed to the following page: Per Diem Entitlements

PER DIEM ENTITLEMENTS



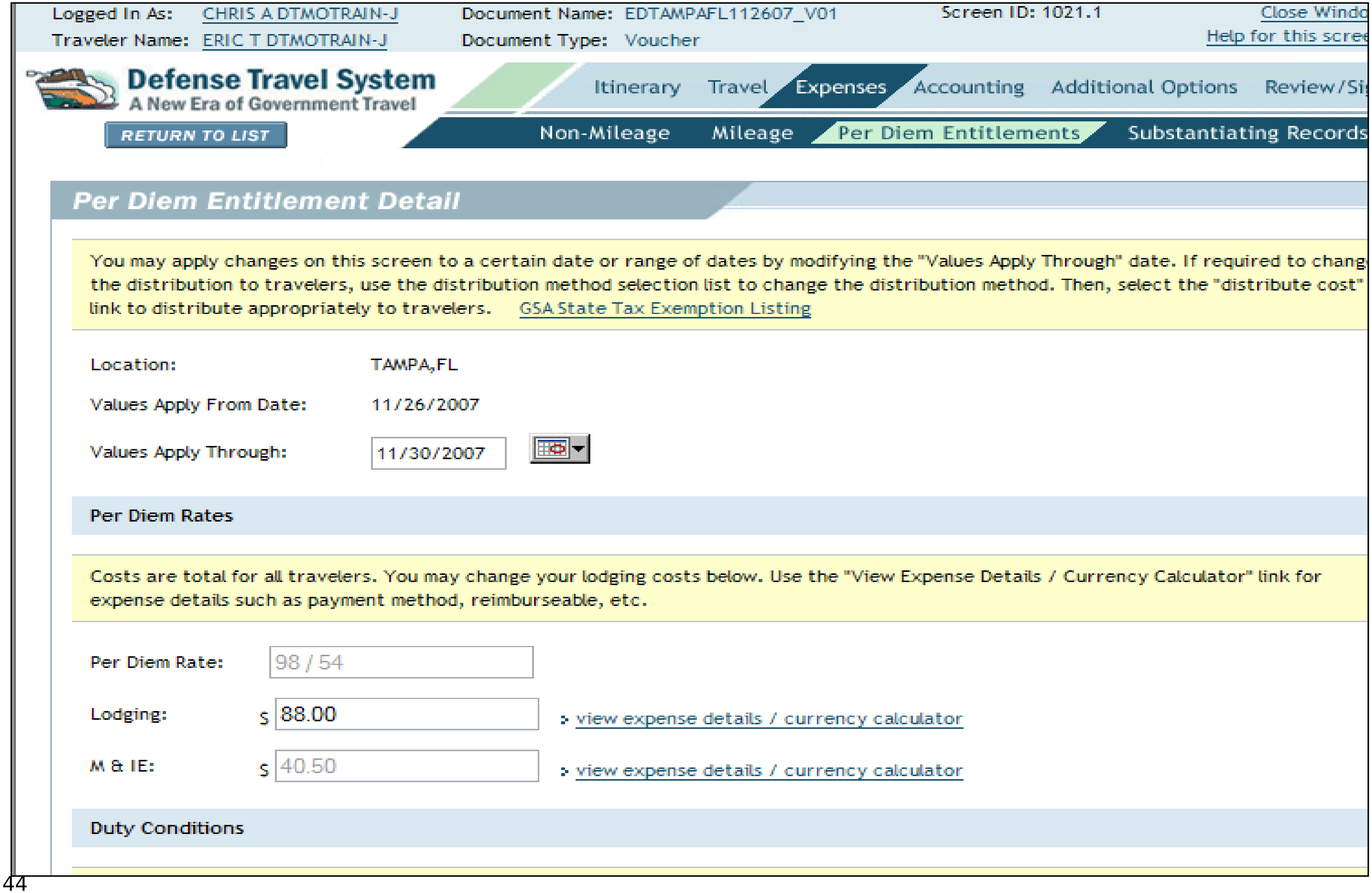
Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

GSA State Tax Exemption Listing

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
11/26/07	TAMPA,FL	› Edit	› Reset	88.00	88.00 GOVCC-Individual	40.50 Personal	98 / 54	NONE				
11/27/07	TAMPA,FL	› Edit	› Reset	88.00	88.00 GOVCC-Individual	54.00 Personal	98 / 54	NONE				
11/28/07	TAMPA,FL	› Edit	› Reset	88.00	88.00 GOVCC-Individual	33.00 Personal	98 / 54	MEAL			X	
11/29/07	TAMPA,FL	› Edit	› Reset	0.00	0.00 GOVCC-Individual	0.00 Personal	98 / 54	ALVE				
11/30/07	TAMPA,FL	› Edit	› Reset	0.00	0.00 GOVCC-Individual	40.50 Personal	98 / 54	NONE				

PER DIEM ENTITLEMENT DETAIL



Logged In As: CHRIS A DTMOTRAIN-J
Traveler Name: ERIC T DTMOTRAIN-J
Document Name: EDTAMPAFL112607_V01
Document Type: Voucher
Screen ID: 1021.1

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Per Diem Entitlement Detail

You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply Through" date. If required to chang the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers. GSA State Tax Exemption Listing

Location: TAMPA,FL
Values Apply From Date: 11/26/2007
Values Apply Through: 11/30/2007

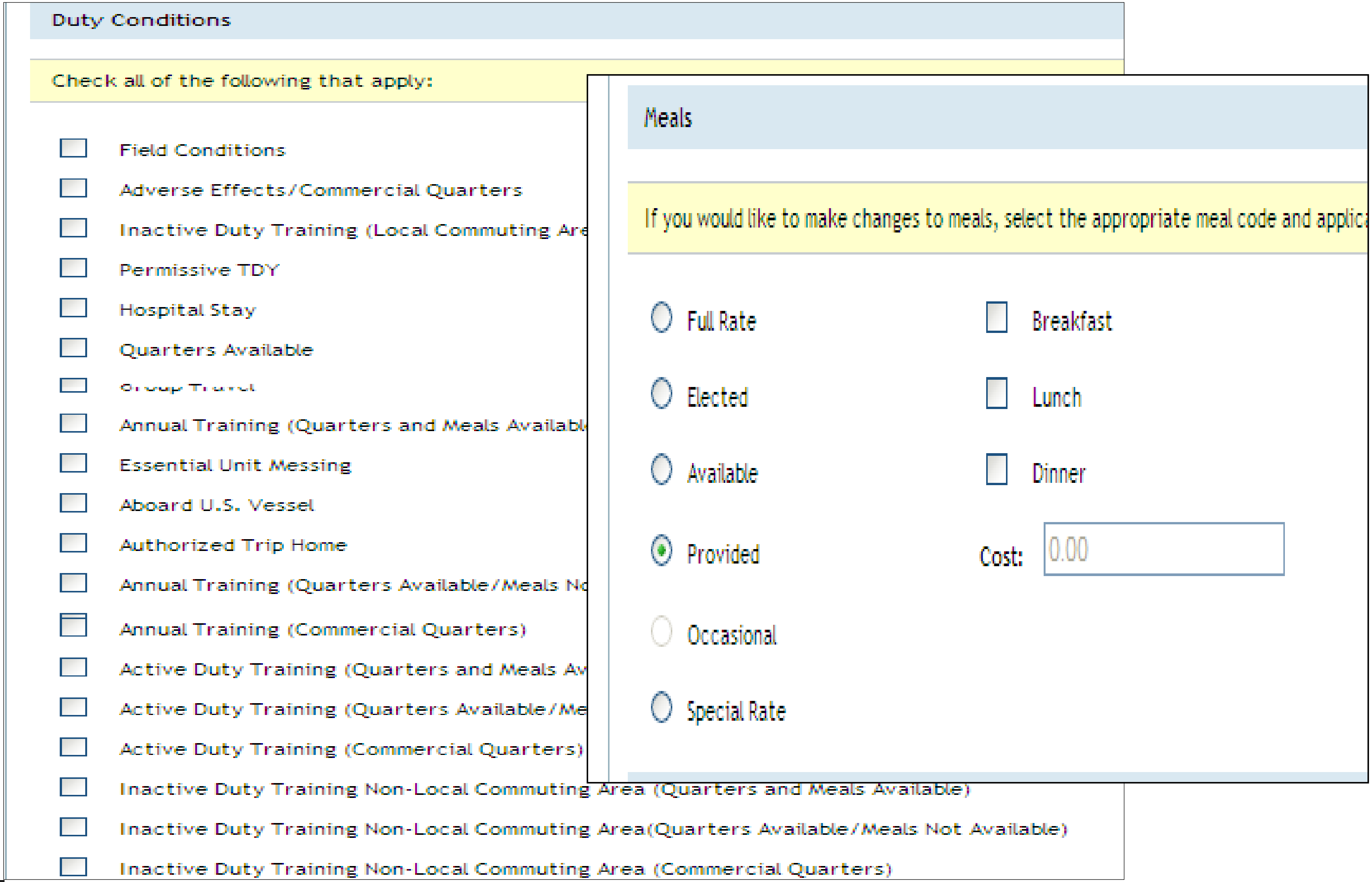
Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use the "View Expense Details / Currency Calculator" link for expense details such as payment method, reimburseable, etc.

Per Diem Rate: 98 / 54
Lodging: $ 88.00 › view expense details / currency calculator
M & IE: $ 40.50 › view expense details / currency calculator

Duty Conditions

PER DIEM ENTITLEMENT DETAIL



Duty Conditions

Check all of the following that apply:

☐ Field Conditions
☐ Adverse Effects/Commercial Quarters
☐ Inactive Duty Training (Local Commuting Are
☐ Permissive TDY
☐ Hospital Stay
☐ Quarters Available
☐ Group Travel
☐ Annual Training (Quarters and Meals Availabl
☐ Essential Unit Messing
☐ Aboard U.S. Vessel
☐ Authorized Trip Home
☐ Annual Training (Quarters Available/Meals No
☐ Annual Training (Commercial Quarters)
☐ Active Duty Training (Quarters and Meals Av
☐ Active Duty Training (Quarters Available/Me
☐ Active Duty Training (Commercial Quarters)
☐ Inactive Duty Training Non-Local Commuting Area (Quarters and Meals Available)
☐ Inactive Duty Training Non-Local Commuting Area(Quarters Available/Meals Not Available)
☐ Inactive Duty Training Non-Local Commuting Area (Commercial Quarters)

Meals

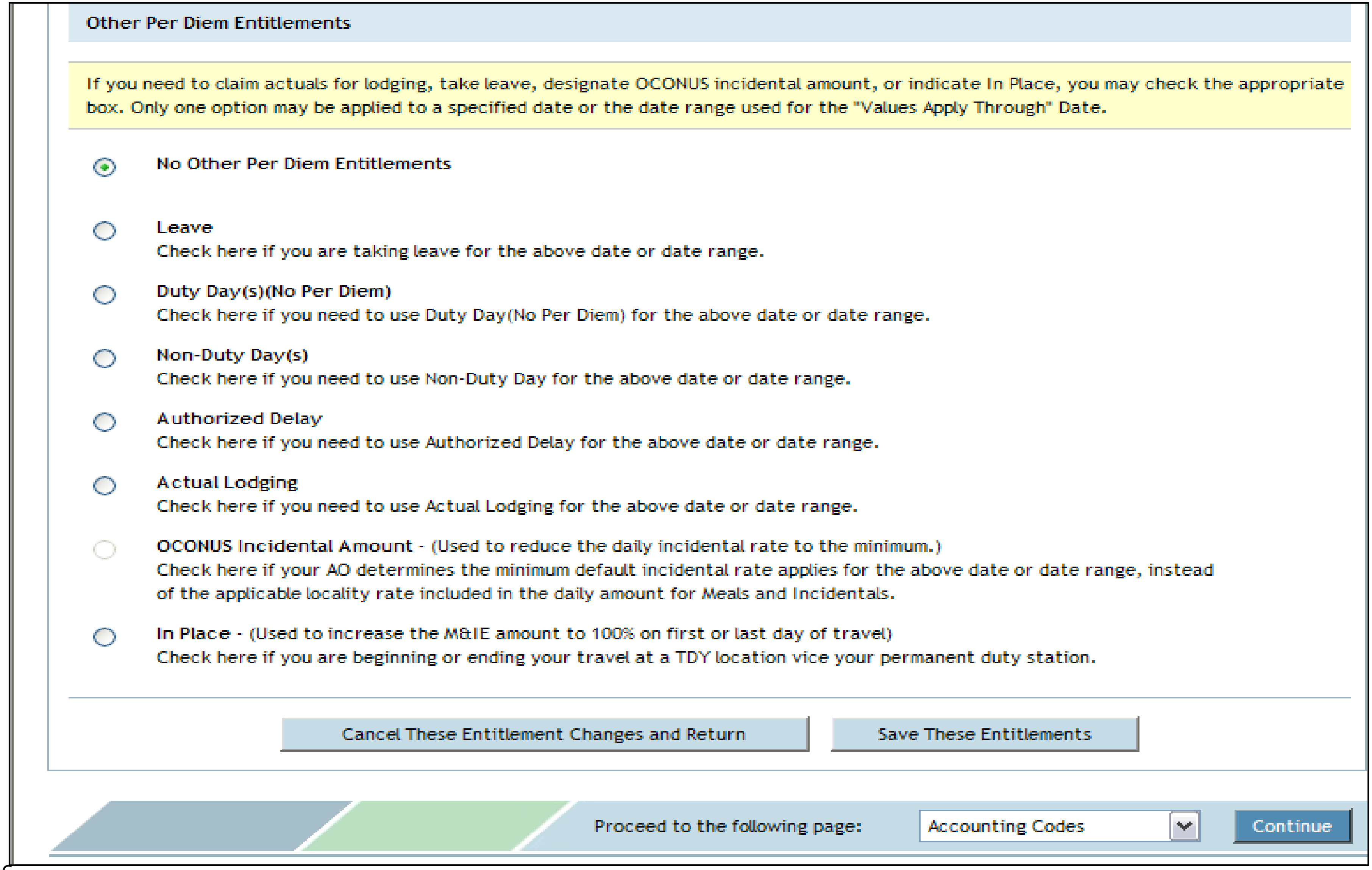
If you would like to make changes to meals, select the appropriate meal code and applic

○ Full Rate
○ Elected
○ Available
● Provided
○ Occasional
○ Special Rate

☐ Breakfast
☐ Lunch
☐ Dinner

Cost: 0.00

PER DIEM ENTITLEMENT DETAIL



Other Per Diem Entitlements

If you need to claim actuals for lodging, take leave, designate OCONUS incidental amount, or indicate In Place, you may check the appropriate box. Only one option may be applied to a specified date or the date range used for the "Values Apply Through" Date.

● No Other Per Diem Entitlements

○ Leave
Check here if you are taking leave for the above date or date range.

○ Duty Day(s)(No Per Diem)
Check here if you need to use Duty Day(No Per Diem) for the above date or date range.

○ Non-Duty Day(s)
Check here if you need to use Non-Duty Day for the above date or date range.

○ Authorized Delay
Check here if you need to use Authorized Delay for the above date or date range.

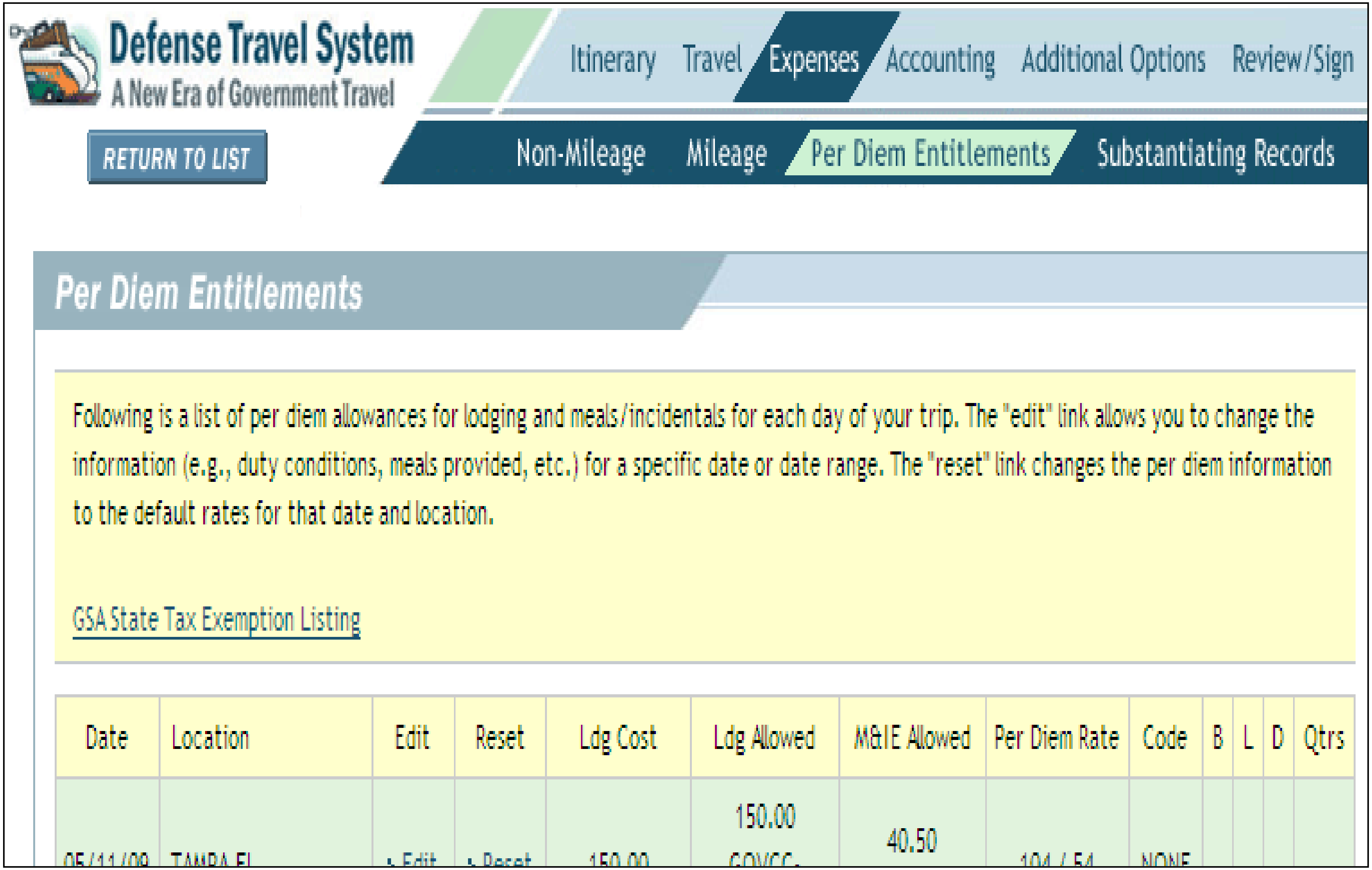
○ Actual Lodging
Check here if you need to use Actual Lodging for the above date or date range.

○ OCONUS Incidental Amount - (Used to reduce the daily incidental rate to the minimum.)
Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.

○ In Place - (Used to increase the M&IE amount to 100% on first or last day of travel)
Check here if you are beginning or ending your travel at a TDY location vice your permanent duty station.

Proceed to the following page: Accounting Codes

PER DIEM ENTITLEMENTS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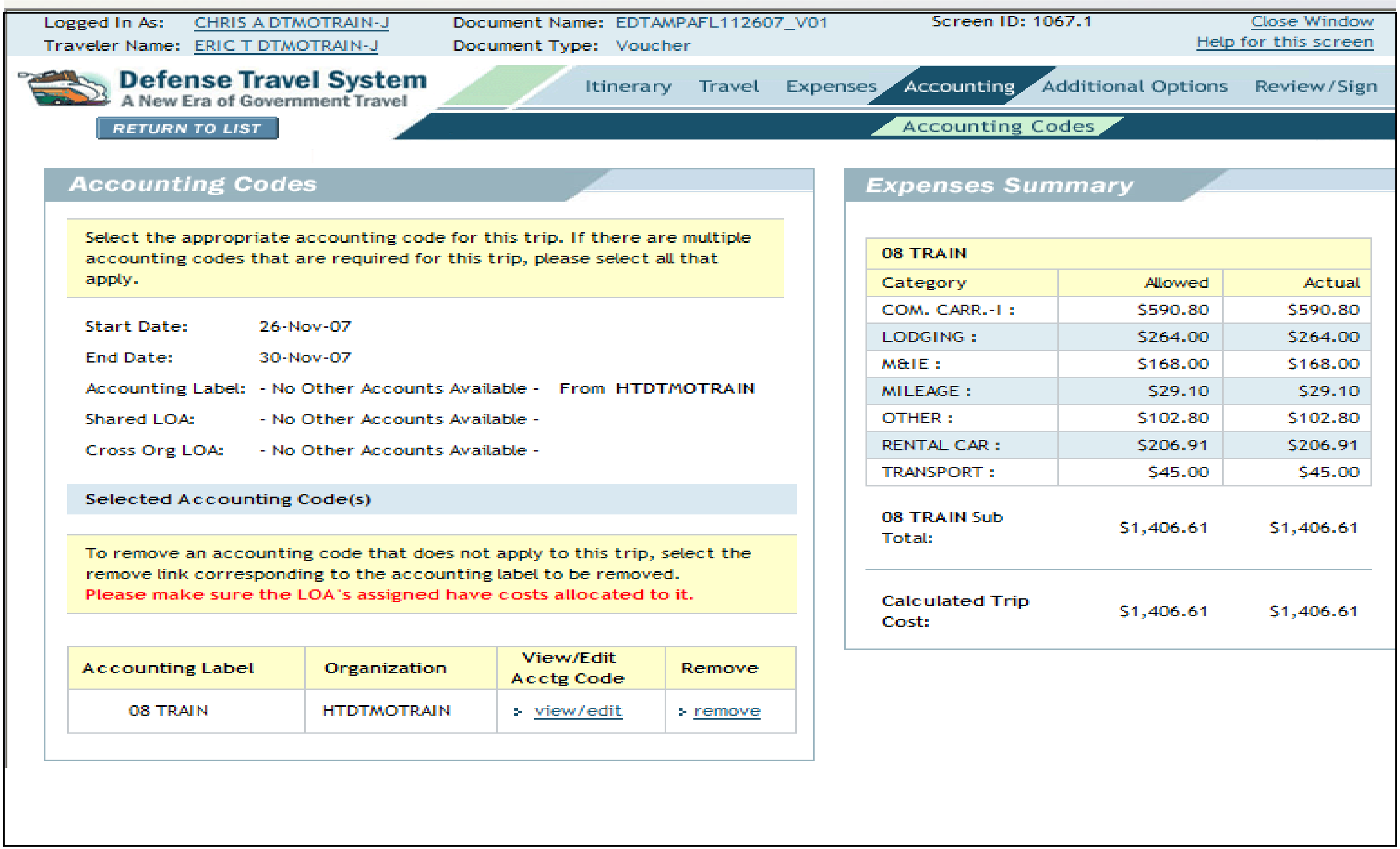
Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

GSA State Tax Exemption Listing

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
05/11/09	TAMPA FL	• Edit	• Reset	150.00	150.00 GOVCC-	40.50	104 / 54	NONE				

ACCOUNTING CODES


Close Window
Help for this screen
Defense Travel System
A New Era of Government Travel
RETURN TO LIST
Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
Accounting Codes

Logged In As: CHRIS A DTMOTRAIN-J
Traveler Name: ERIC T DTMOTRAIN-J
Document Name: EDTAMPAFL112607_V01
Document Type: Voucher
Screen ID: 1067.1

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date:	26-Nov-07
End Date:	30-Nov-07
Accounting Label:	- No Other Accounts Available - From HTDTMOTRAIN
Shared LOA:	- No Other Accounts Available -
Cross Org LOA:	- No Other Accounts Available -

Selected Accounting Code(s)

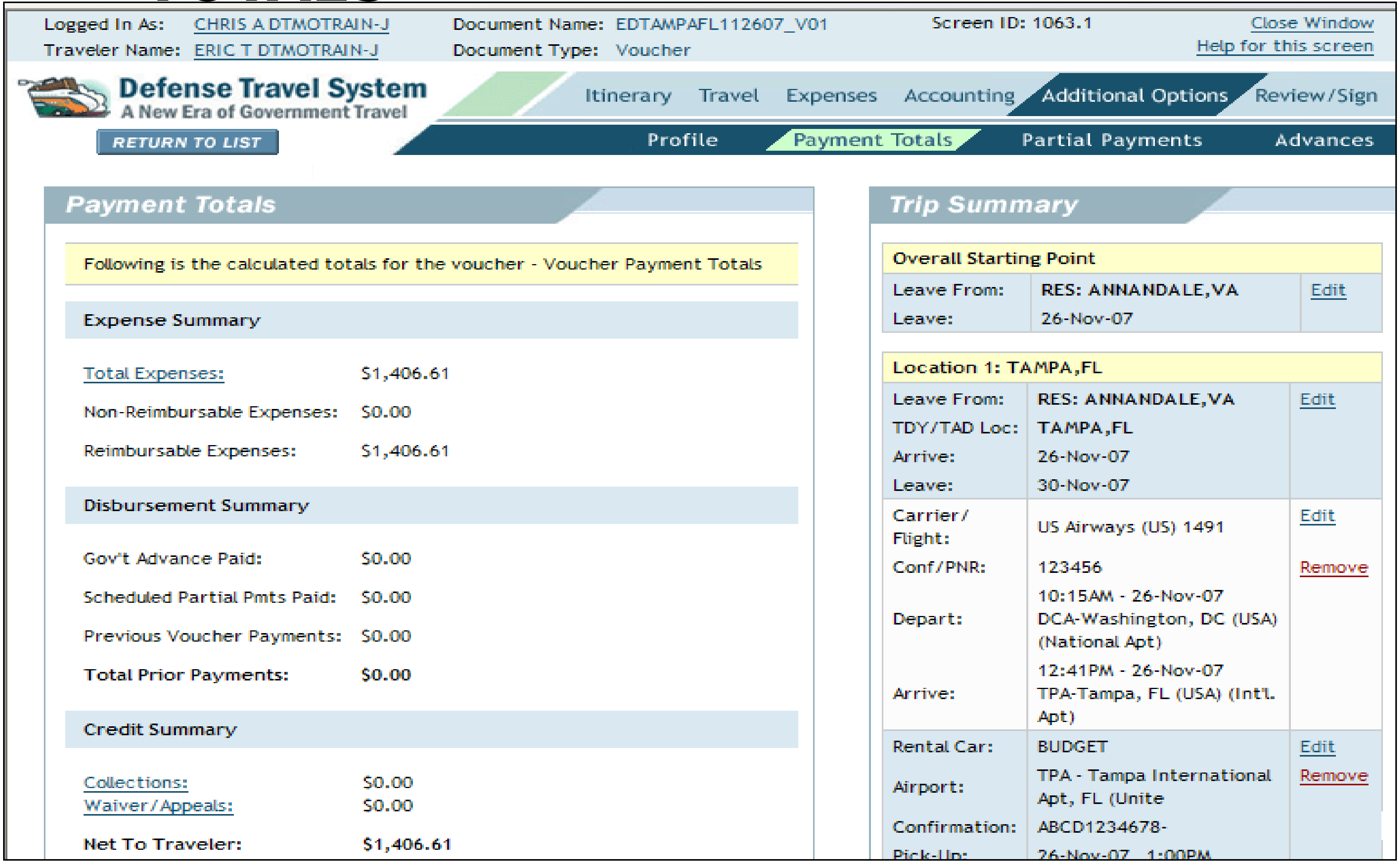
To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed.
Please make sure the LOA's assigned have costs allocated to it.

Accounting Label	Organization	View/Edit Acctg Code	Remove
08 TRAIN	HTDTMOTRAIN	view/edit	remove

Expenses Summary

08 TRAIN		
Category	Allowed	Actual
COM. CARR.-I :	$590.80	$590.80
LODGING :	$264.00	$264.00
M&IE :	$168.00	$168.00
MILEAGE :	$29.10	$29.10
OTHER :	$102.80	$102.80
RENTAL CAR :	$206.91	$206.91
TRANSPORT :	$45.00	$45.00
08 TRAIN Sub Total:	$1,406.61	$1,406.61
Calculated Trip Cost:	$1,406.61	$1,406.61

ADDITIONAL OPTIONS > PAYMENT TOTALS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RETURN TO LIST
Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
Profile
Payment Totals
Partial Payments
Advances

Logged In As:	CHRIS A DTMOTRAIN-J
Traveler Name:	ERIC T DTMOTRAIN-J
Document Name:	EDTAMPAFL112607_V01
Document Type:	Voucher
Screen ID:	1063.1

Payment Totals

Following is the calculated totals for the voucher - Voucher Payment Totals

Expense Summary

Total Expenses:	$1,406.61
Non-Reimbursable Expenses:	$0.00
Reimbursable Expenses:	$1,406.61

Disbursement Summary

Gov't Advance Paid:	$0.00
Scheduled Partial Pmts Paid:	$0.00
Previous Voucher Payments:	$0.00
Total Prior Payments:	**$0.00**

Credit Summary

Collections:	$0.00
Waiver/Appeals:	$0.00
Net To Traveler:	**$1,406.61**

Trip Summary

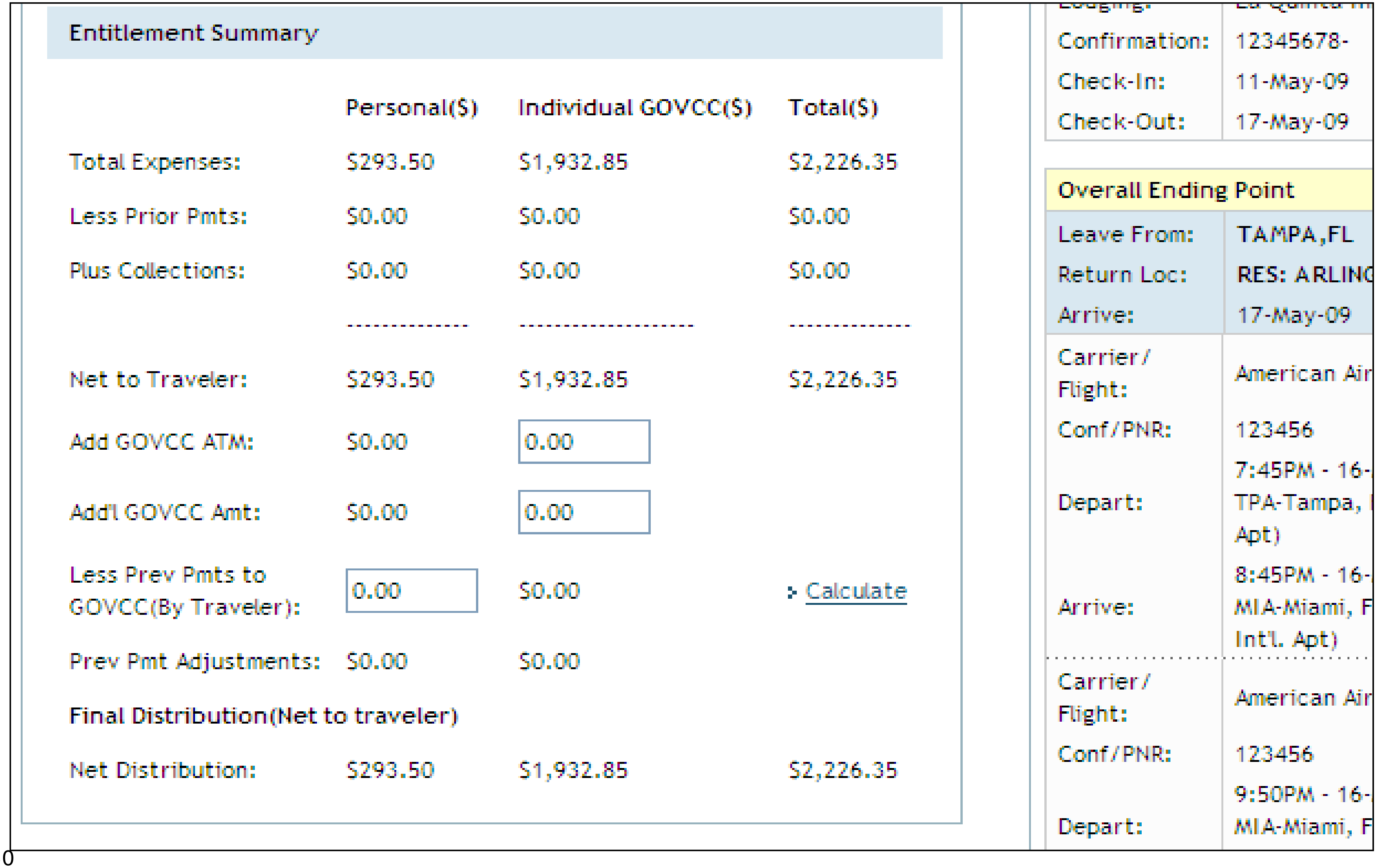
Overall Starting Point

Leave From:	RES: ANNANDALE,VA	Edit
Leave:	26-Nov-07	

Location 1: TAMPA,FL

Leave From:	RES: ANNANDALE,VA	Edit
TDY/TAD Loc:	TAMPA,FL	
Arrive:	26-Nov-07	
Leave:	30-Nov-07	
Carrier/ Flight:	US Airways (US) 1491	Edit
Conf/PNR:	123456	Remove
Depart:	10:15AM - 26-Nov-07 DCA-Washington, DC (USA) (National Apt)	
Arrive:	12:41PM - 26-Nov-07 TPA-Tampa, FL (USA) (Int'l. Apt)	
Rental Car:	BUDGET	Edit
Airport:	TPA - Tampa International Apt, FL (Unite	Remove
Confirmation:	ABCD1234678-	
Pick-Up:	26-Nov-07 1:00PM	

PAYMENT TOTALS (ENTITLEMENT SUMMARY)



Entitlement Summary

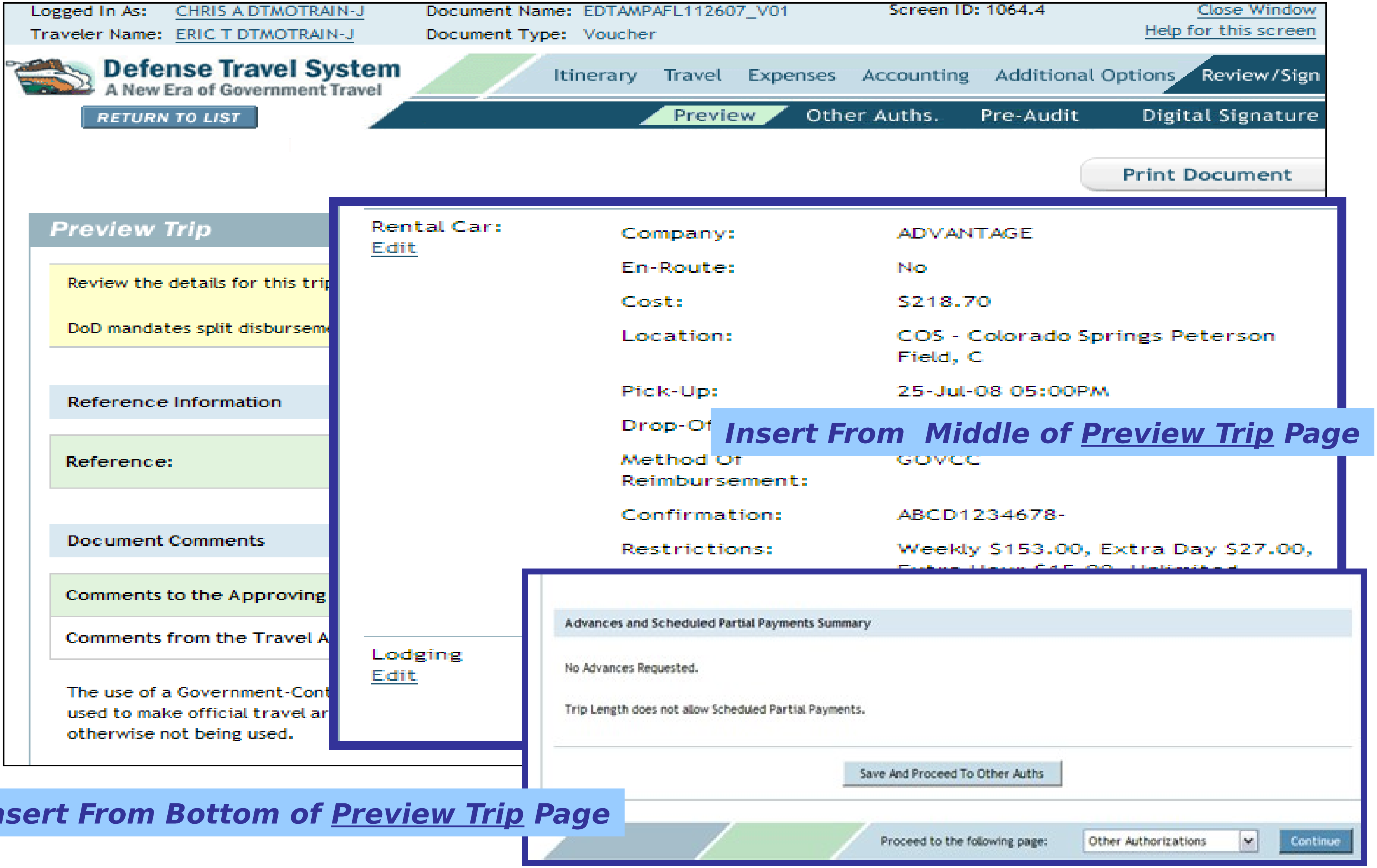
	Personal($)	Individual GOVCC($)	Total($)
Total Expenses:	$293.50	$1,932.85	$2,226.35
Less Prior Pmts:	$0.00	$0.00	$0.00
Plus Collections:	$0.00	$0.00	$0.00
	-------------	-------------------	-------------
Net to Traveler:	$293.50	$1,932.85	$2,226.35
Add GOVCC ATM:	$0.00	0.00	
Add'l GOVCC Amt:	$0.00	0.00	
Less Prev Pmts to GOVCC(By Traveler):	0.00	$0.00	Calculate
Prev Pmt Adjustments:	$0.00	$0.00	
Final Distribution(Net to traveler)			
Net Distribution:	$293.50	$1,932.85	$2,226.35

Confirmation:	12345678-
Check-In:	11-May-09
Check-Out:	17-May-09

Overall Ending Point

Leave From:	TAMPA,FL
Return Loc:	RES: ARLIN
Arrive:	17-May-09
Carrier/ Flight:	American Ai
Conf/PNR:	123456
Depart:	7:45PM - 16- TPA-Tampa, Apt)
Arrive:	8:45PM - 16- MIA-Miami, F Int'l. Apt)
Carrier/ Flight:	American Ai
Conf/PNR:	123456
Depart:	9:50PM - 16- MIA-Miami, F

PREVIEW TRIP



Logged In As: CHRIS A DTMOTRAIN-J
Traveler Name: ERIC T DTMOTRAIN-J
Document Name: EDTAMPAFL112607_V01
Document Type: Voucher
Screen ID: 1064.4

Close Window
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RETURN TO LIST
Itinerary
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Expenses
Accounting
Additional Options
Review/Sign
Preview
Other Auths.
Pre-Audit
Digital Signature
Print Document

Preview Trip

Review the details for this trip

DoD mandates split disburseme

Reference Information

Reference:

Document Comments

Comments to the Approving

Comments from the Travel A

The use of a Government-Cont
used to make official travel ar
otherwise not being used.

Rental Car:

Rental Car: Edit	Company:	ADVANTAGE
	En-Route:	No
	Cost:	$218.70
	Location:	COS - Colorado Springs Peterson Field, C
	Pick-Up:	25-Jul-08 05:00PM
	Drop-Of	
	Method Of Reimbursement:	GOVCC
	Confirmation:	ABCD1234678-
	Restrictions:	Weekly $153.00, Extra Day $27.00, Extra Hour $15.00, Unlimited
Lodging Edit		

Insert From Middle of Preview Trip Page

Advances and Scheduled Partial Payments Summary

No Advances Requested.

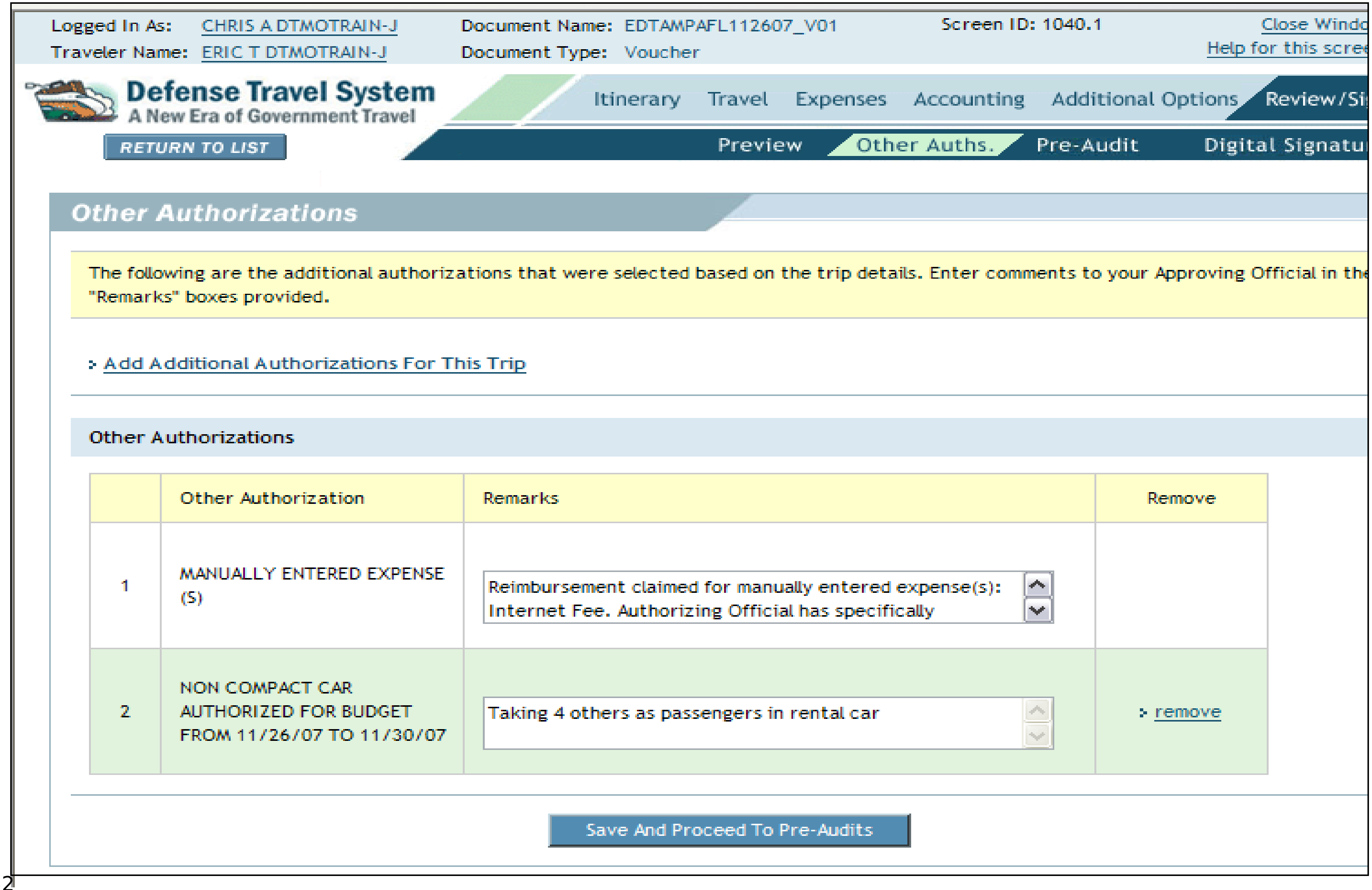
Trip Length does not allow Scheduled Partial Payments.

Save And Proceed To Other Auths

Proceed to the following page: Other Authorizations

Insert From Bottom of Preview Trip Page

OTHER AUTHORIZATIONS


Close Windo
Help for this scree
Defense Travel System
A New Era of Government Travel
RETURN TO LIST
Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Si
Preview
Other Auths.
Pre-Audit
Digital Signatu
Save And Proceed To Pre-Audits

Logged In As: CHRIS A DTMOTRAIN-J
Traveler Name: ERIC T DTMOTRAIN-J
Document Name: EDTAMPAFL112607_V01
Document Type: Voucher
Screen ID: 1040.1

Other Authorizations

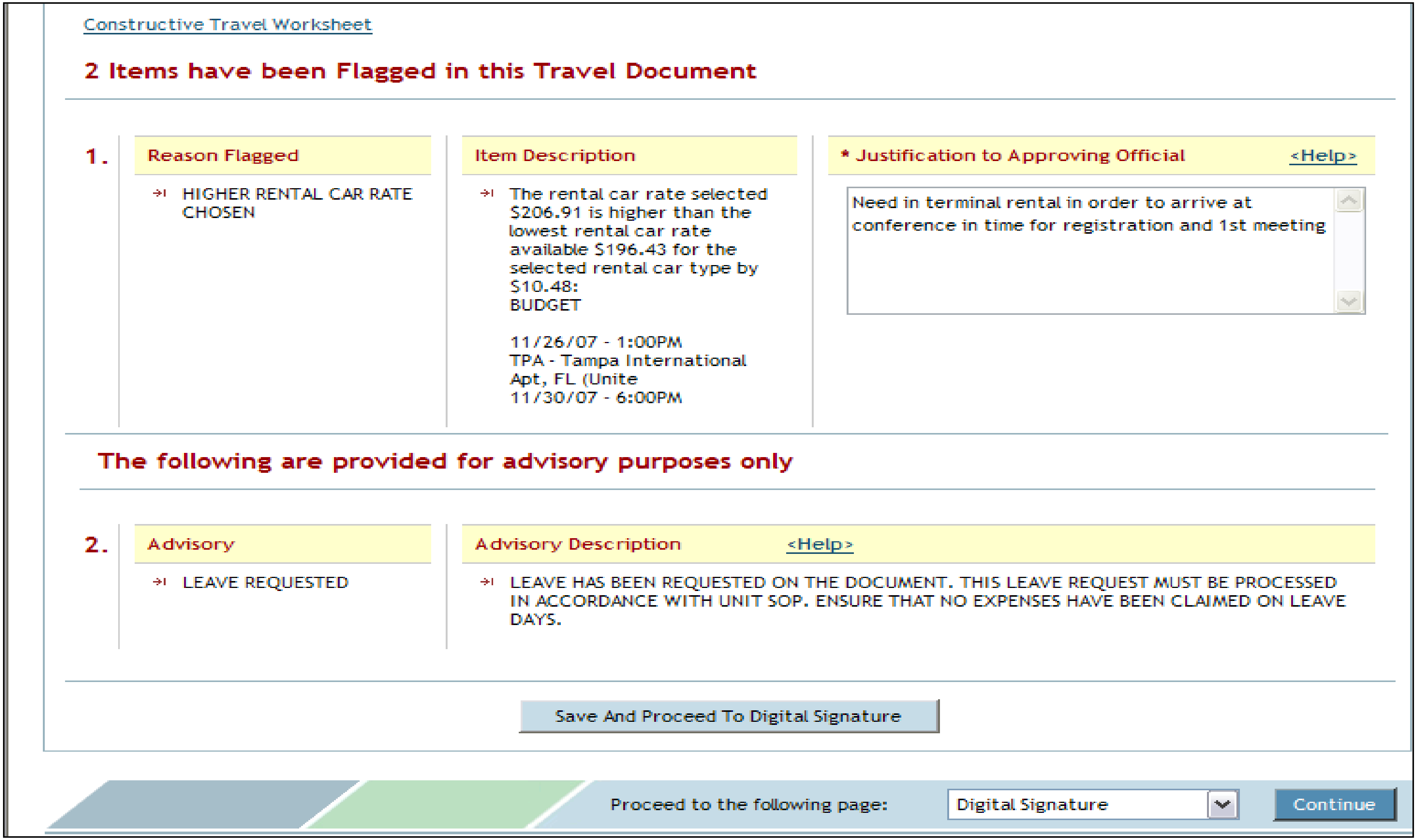
The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.

› Add Additional Authorizations For This Trip

Other Authorizations

	Other Authorization	Remarks	Remove
1	MANUALLY ENTERED EXPENSE (S)	Reimbursement claimed for manually entered expense(s): Internet Fee. Authorizing Official has specifically	
2	NON COMPACT CAR AUTHORIZED FOR BUDGET FROM 11/26/07 TO 11/30/07	Taking 4 others as passengers in rental car	› remove

PRE AUDITS



Constructive Travel Worksheet

2 Items have been Flagged in this Travel Document

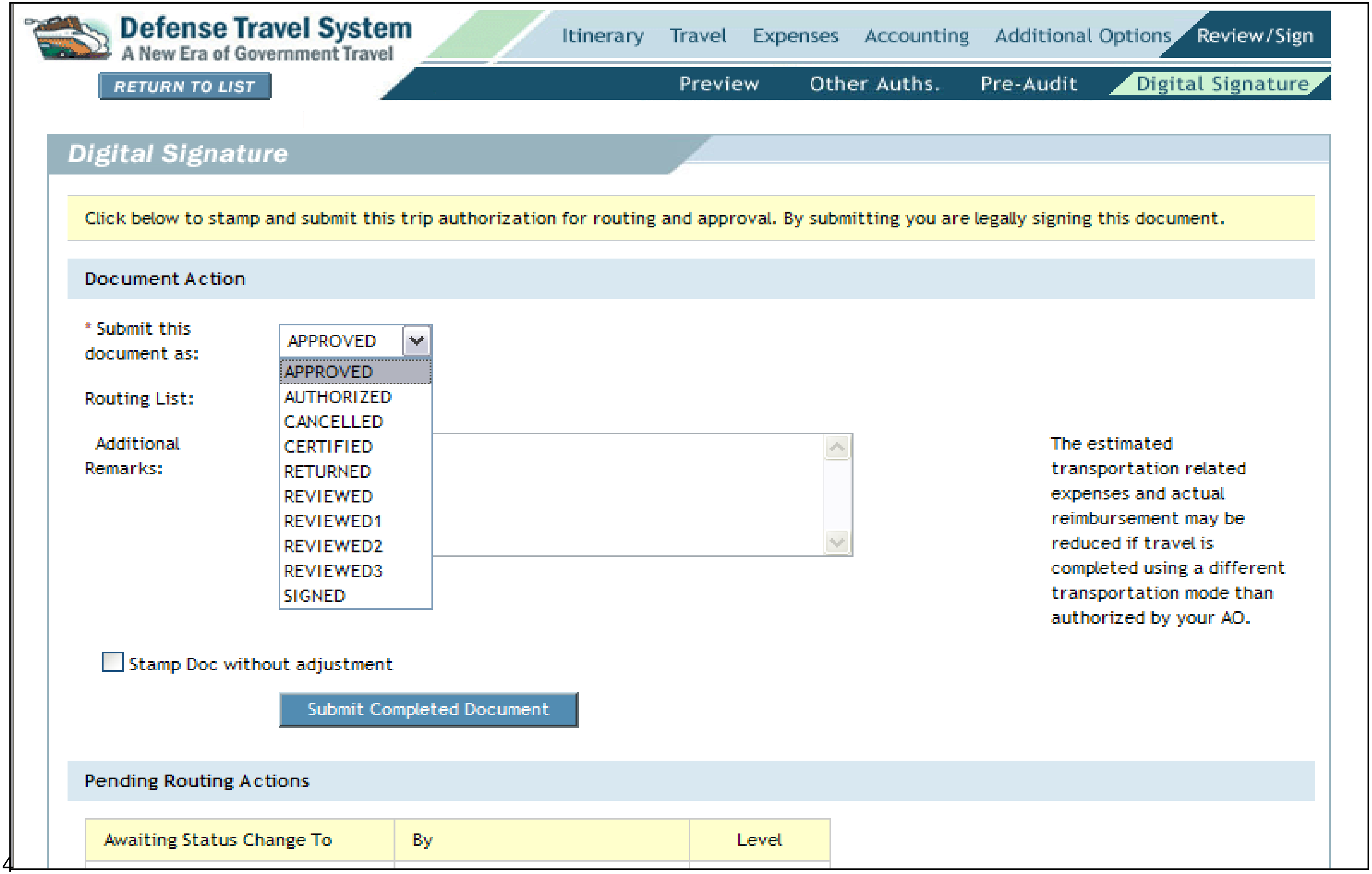
	Reason Flagged	Item Description	* Justification to Approving Official <Help>
1.	HIGHER RENTAL CAR RATE CHOSEN	The rental car rate selected $206.91 is higher than the lowest rental car rate available $196.43 for the selected rental car type by $10.48: BUDGET 11/26/07 - 1:00PM TPA - Tampa International Apt, FL (Unite 11/30/07 - 6:00PM	Need in terminal rental in order to arrive at conference in time for registration and 1st meeting

The following are provided for advisory purposes only

	Advisory	Advisory Description <Help>
2.	LEAVE REQUESTED	LEAVE HAS BEEN REQUESTED ON THE DOCUMENT. THIS LEAVE REQUEST MUST BE PROCESSED IN ACCORDANCE WITH UNIT SOP. ENSURE THAT NO EXPENSES HAVE BEEN CLAIMED ON LEAVE DAYS.

Proceed to the following page: Digital Signature

DIGITAL SIGNATURE/STAMPS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RETURN TO LIST
Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
Preview
Other Auths.
Pre-Audit
Digital Signature

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as: APPROVED

- APPROVED
- AUTHORIZED
- CANCELLED
- CERTIFIED
- RETURNED
- REVIEWED
- REVIEWED1
- REVIEWED2
- REVIEWED3
- SIGNED

Routing List:

Additional Remarks:

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

☐ Stamp Doc without adjustment

Submit Completed Document

Pending Routing Actions

Awaiting Status Change To	By	Level

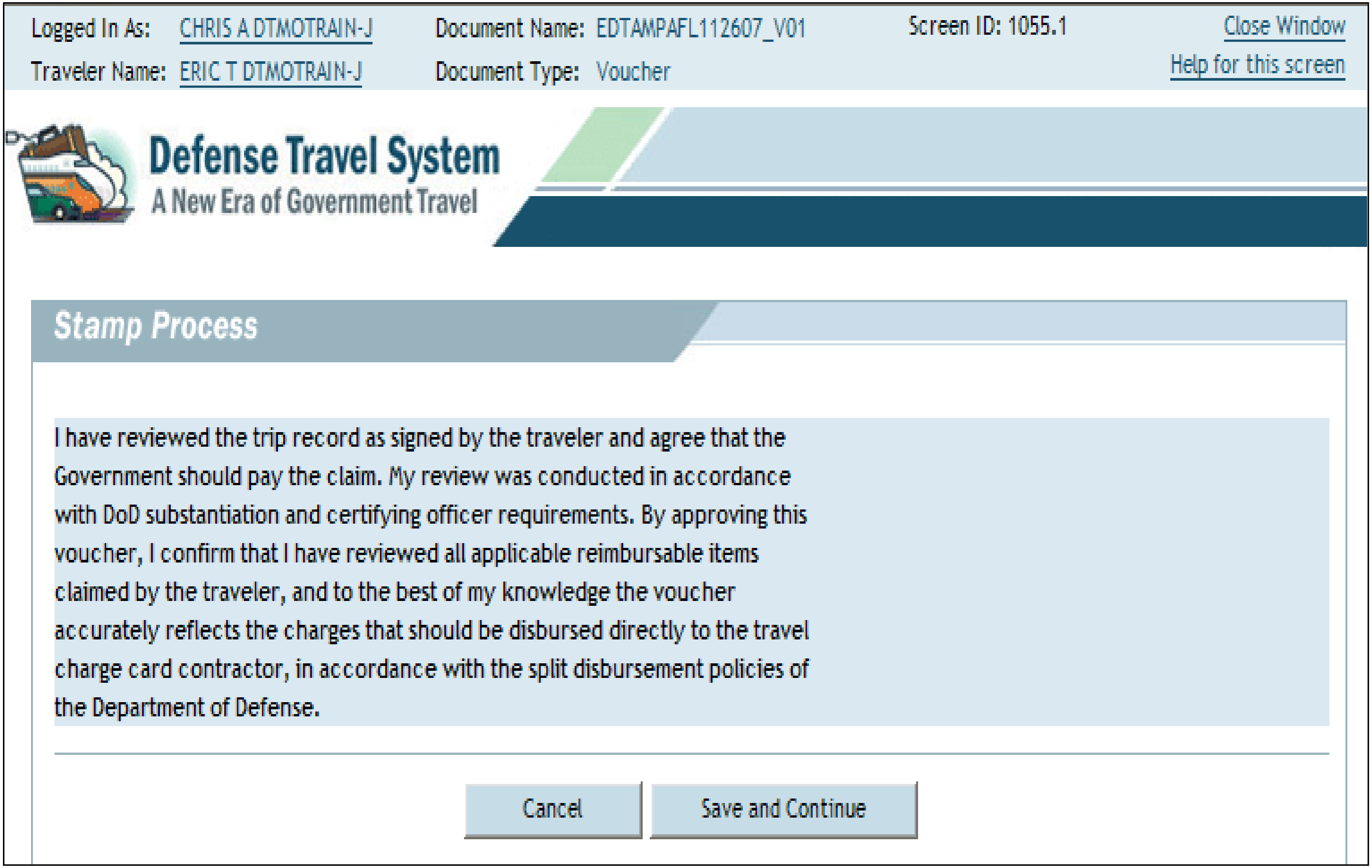
DOCUMENT STAMPS

- *APPROVED – Apply this stamp if you are the AO and are authorizing the obligation (auth) or payment (voucher) of funds to pay for this trip.*
- *AUTHORIZED – Used by certain Army ROs to indicate they have reviewed the document.*
- *CANCELLED – Only apply this stamp if the trip will not take place AND the traveler has no expenses that need to be reimbursed.*
  - *De-obligates the budget, cancels reservations, and causes document to become view-only.*
  - *Cannot be used on vouchers or local vouchers.*

DOCUMENT STAMPS

- *CERTIFIED – Use this stamp if you are a certifying official, but NOT an AO. Indicates you have performed a certification of funds.*
- *RETURNED – Returns the document to the traveler for changes.*
- *REVIEWED – Same as AUTHORIZED, but can be used by any service or agency.*
  - *REVIEWED 1 – REVIEWED 3 apply when conditional routing is used*
- *SIGNED – Use if you have made reservations changes that must be routed to CTO*

STAMP PROCESS


Close Window
Help for this screen
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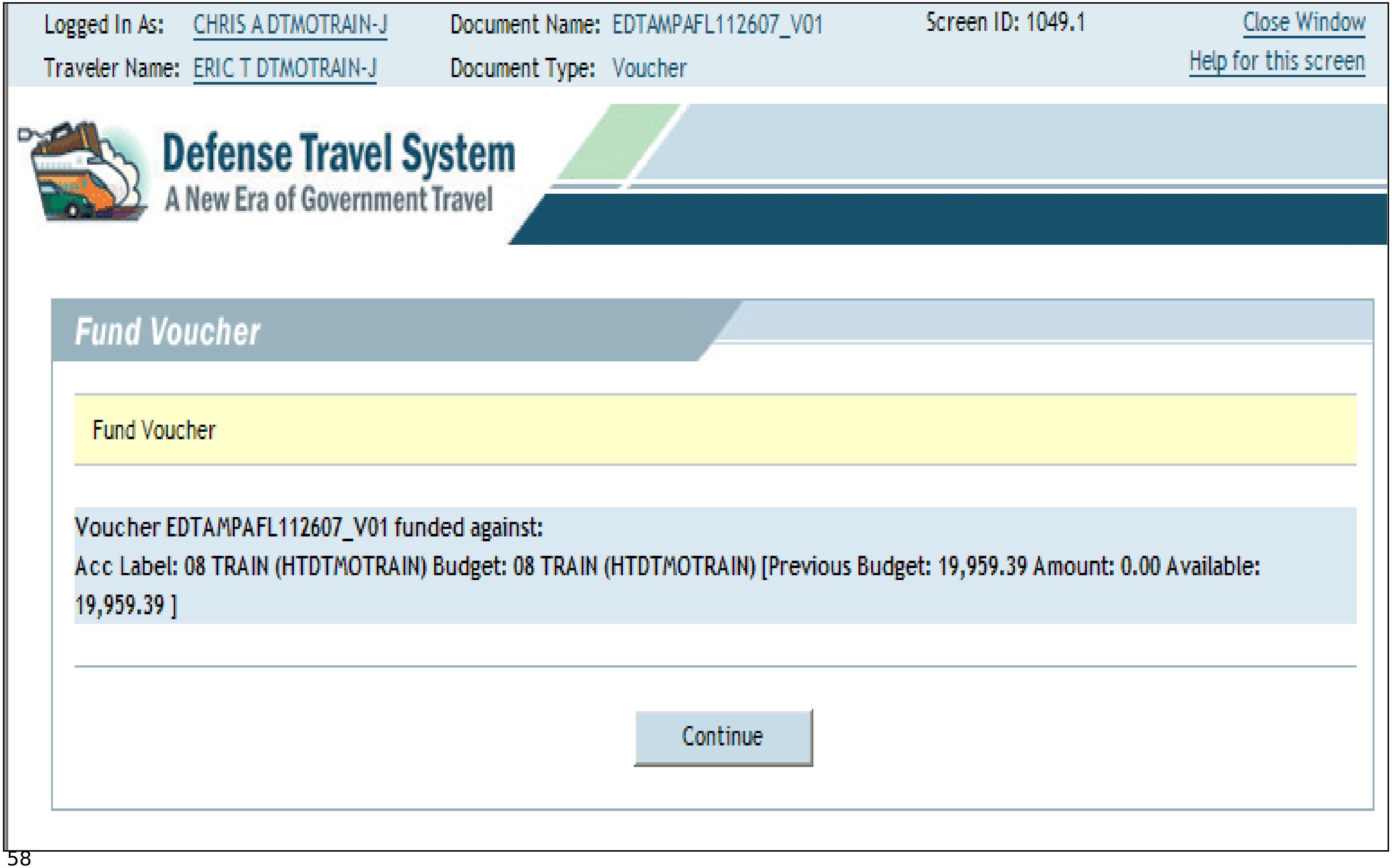
Cancel
Save and Continue

Logged In As: CHRIS A DTMOTRAIN-J
Traveler Name: ERIC T DTMOTRAIN-J
Document Name: EDTAMPAFL112607_V01
Document Type: Voucher
Screen ID: 1055.1

Stamp Process

I have reviewed the trip record as signed by the traveler and agree that the Government should pay the claim. My review was conducted in accordance with DoD substantiation and certifying officer requirements. By approving this voucher, I confirm that I have reviewed all applicable reimbursable items claimed by the traveler, and to the best of my knowledge the voucher accurately reflects the charges that should be disbursed directly to the travel charge card contractor, in accordance with the split disbursement policies of the Department of Defense.

FUND VOUCHER



Logged In As: CHRIS A DTMOTRAIN-J
Traveler Name: ERIC T DTMOTRAIN-J
Document Name: EDTAMPAFL112607_V01
Document Type: Voucher
Screen ID: 1049.1

Close Window
Help for this screen
Defense Travel System
A New Era of Government Travel

Fund Voucher

Fund Voucher

Voucher EDTAMPAFL112607_V01 funded against:
Acc Label: 08 TRAIN (HTDTMOTRAIN) Budget: 08 TRAIN (HTDTMOTRAIN) [Previous Budget: 19,959.39 Amount: 0.00 Available: 19,959.39]

Continue

KEY POINTS TO CONSIDER

- *Has the voucher been reviewed against the authorization prior to certification?*
- *Was the mode of travel consistent with the authorization?*
- *Did the traveler complete the voucher with the actual expenses within 5 work days of returning from travel?*
- *Did the traveler follow correct procedures for returning unused or partially unused tickets IAW the organization's local policy?*

CHECK METHOD OF REIMBURSEMENT

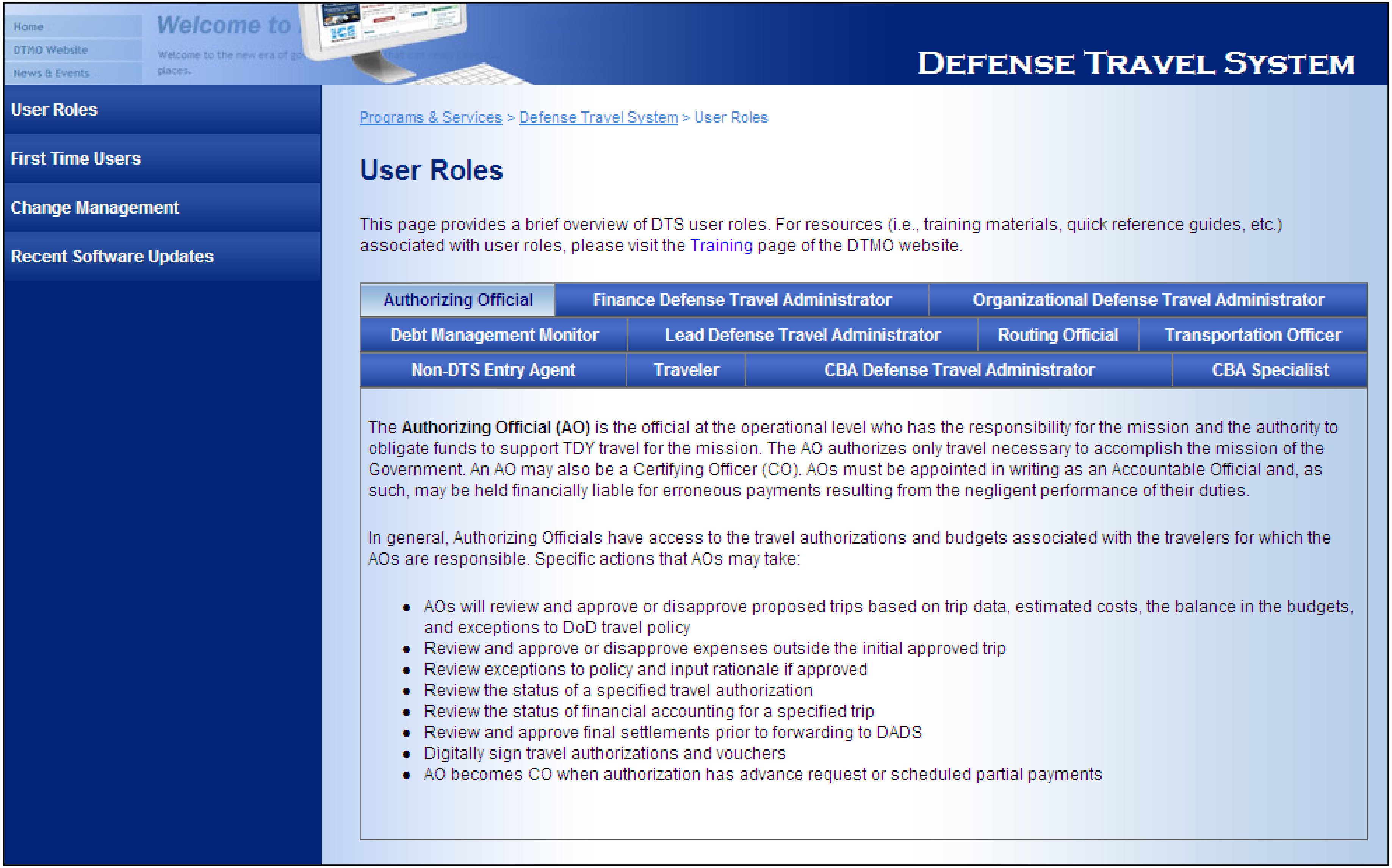
Did the traveler select the correct method of reimbursement?

GTCC vs. Personal

Did the traveler claim reimbursement for airline or rail tickets charged to a CBA?

- *CBA charges are billed directly to the government not the traveler*
- *AOs must be aware of Service and organizational policy on use of CBAs when travelers have an IBA*
- *Review the expense summary of the travel voucher*
- *Tickets that have been charged to a CBA show as "Com. Car -C" while IBA billed tickets show as "Com. Car -I"*

AO RESOURCES & INFORMATION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Welcome to
DEFENSE TRAVEL SYSTEM
User Roles
First Time Users
Change Management
Recent Software Updates
Programs & Services > Defense Travel System > User Roles
Authorizing Official
Finance Defense Travel Administrator
Organizational Defense Travel Administrator
Debt Management Monitor
Lead Defense Travel Administrator
Routing Official
Transportation Officer
Non-DTS Entry Agent
Traveler
CBA Defense Travel Administrator
CBA Specialist

User Roles

This page provides a brief overview of DTS user roles. For resources (i.e., training materials, quick reference guides, etc.) associated with user roles, please visit the Training page of the DTMO website.

The **Authorizing Official (AO)** is the official at the operational level who has the responsibility for the mission and the authority to obligate funds to support TDY travel for the mission. The AO authorizes only travel necessary to accomplish the mission of the Government. An AO may also be a Certifying Officer (CO). AOs must be appointed in writing as an Accountable Official and, as such, may be held financially liable for erroneous payments resulting from the negligent performance of their duties.

In general, Authorizing Officials have access to the travel authorizations and budgets associated with the travelers for which the AOs are responsible. Specific actions that AOs may take:

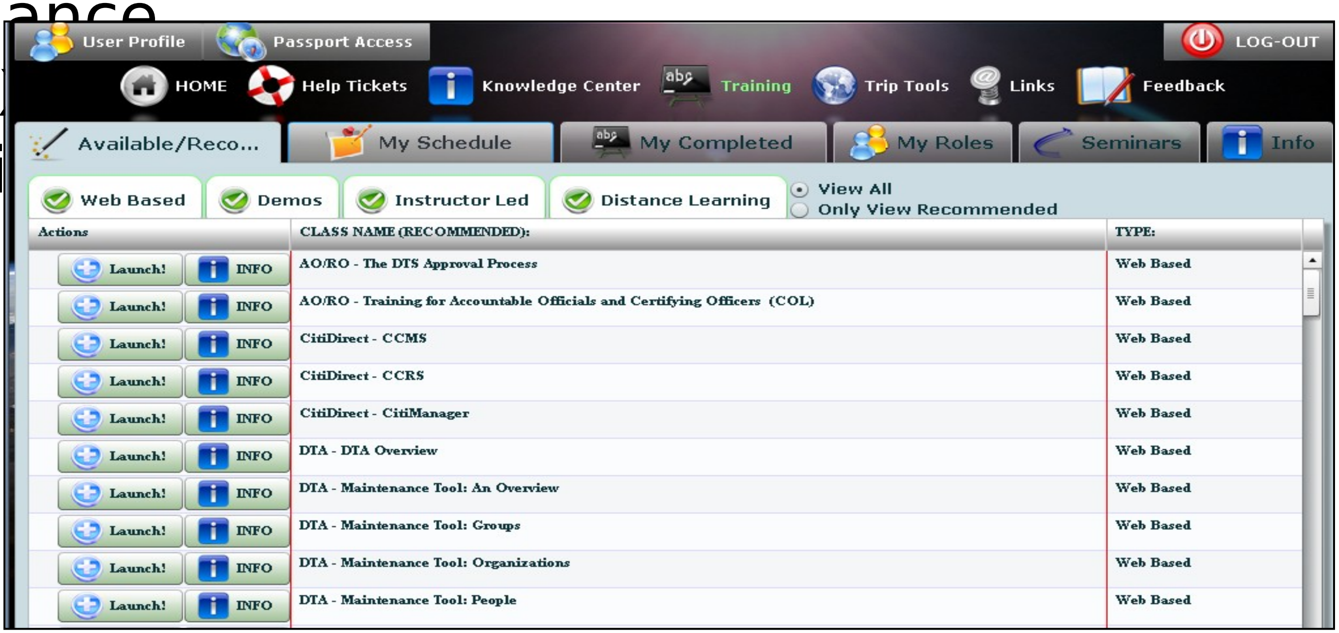
- AOs will review and approve or disapprove proposed trips based on trip data, estimated costs, the balance in the budgets, and exceptions to DoD travel policy
- Review and approve or disapprove expenses outside the initial approved trip
- Review exceptions to policy and input rationale if approved
- Review the status of a specified travel authorization
- Review the status of financial accounting for a specified trip
- Review and approve final settlements prior to forwarding to DADS
- Digitally sign travel authorizations and vouchers
- AO becomes CO when authorization has advance request or scheduled partial payments

WHAT ABOUT COL TRAINING?

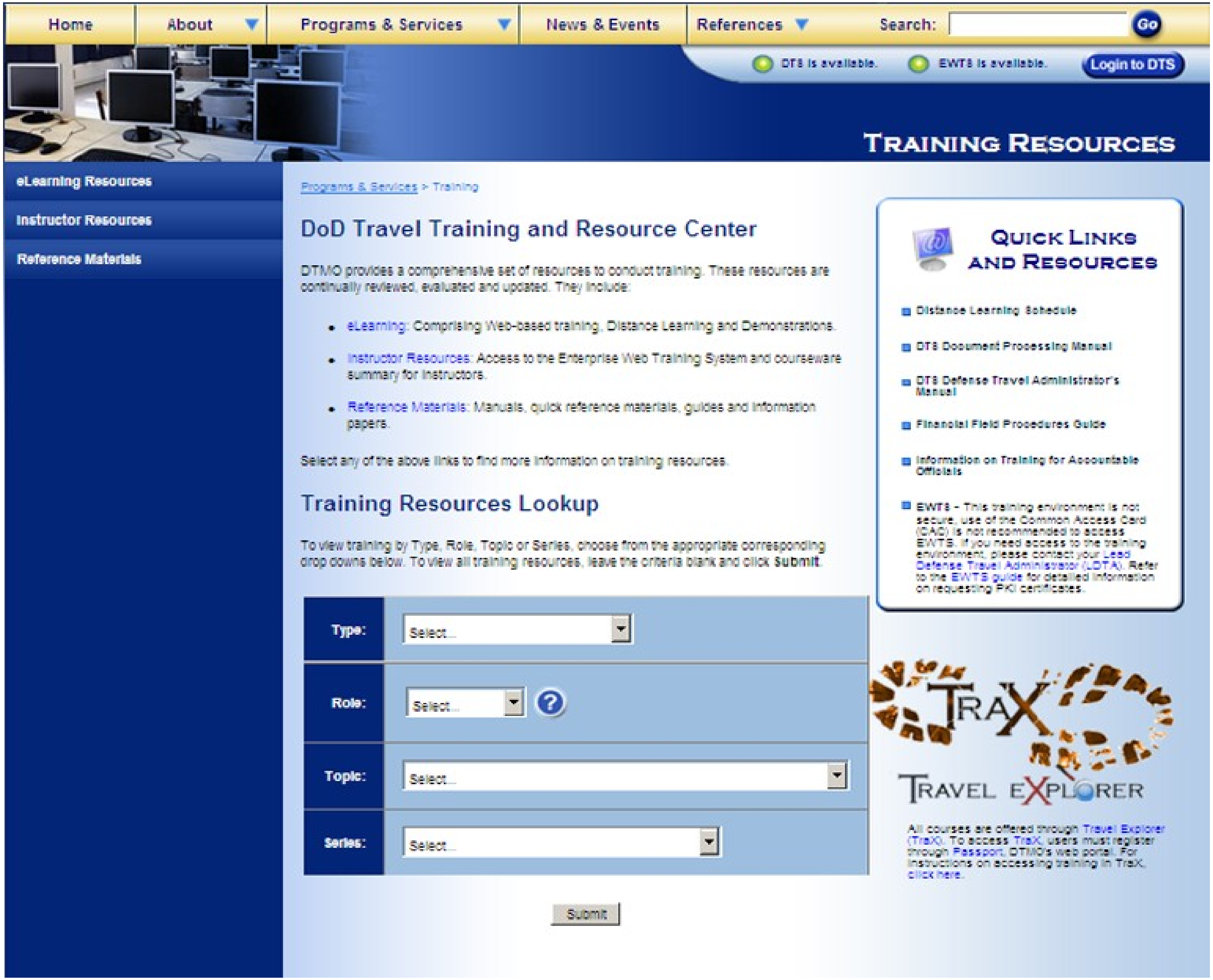
COL = Certifying Officers Legislat

- All Authorizing Officials must complete COL Training
- Check Service or Agency business rules for guidance
- Tra

certi


User Profile
Passport Access
LOG-OUT
HOME
Help Tickets
Knowledge Center
Training
Trip Tools
Links
Feedback
Available/Reco...
My Schedule
My Completed
My Roles
Seminars
Info
Web Based
Demos
Instructor Led
Distance Learning
● View All
○ Only View Recommended

Actions	CLASS NAME (RECOMMENDED):	TYPE:
Launch! INFO	AO/RO - The DTS Approval Process	Web Based
Launch! INFO	AO/RO - Training for Accountable Officials and Certifying Officers (COL)	Web Based
Launch! INFO	CitiDirect - CCMS	Web Based
Launch! INFO	CitiDirect - CCRS	Web Based
Launch! INFO	CitiDirect - CitiManager	Web Based
Launch! INFO	DTA - DTA Overview	Web Based
Launch! INFO	DTA - Maintenance Tool: An Overview	Web Based
Launch! INFO	DTA - Maintenance Tool: Groups	Web Based
Launch! INFO	DTA - Maintenance Tool: Organizations	Web Based
Launch! INFO	DTA - Maintenance Tool: People	Web Based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DTS is available.
EWTS is available.
Login to DTS
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eLearning Resources
Instructor Resources
Reference Materials
Programs & Services > Training
TRAVEL EXPLORER
Submit

DoD Travel Training and Resource Center

DTMO provides a comprehensive set of resources to conduct training. These resources are continually reviewed, evaluated and updated. They include:

- eLearning: Comprising Web-based training, Distance Learning and Demonstrations.
- Instructor Resources: Access to the Enterprise Web Training System and courseware summary for instructors.
- Reference Materials: Manuals, quick reference materials, guides and information papers.

Select any of the above links to find more information on training resources.

Training Resources Lookup

To view training by Type, Role, Topic or Series, choose from the appropriate corresponding drop downs below. To view all training resources, leave the criteria blank and click **Submit**.

Type: Select...

Role: Select...

Topic: Select...

Series: Select...

QUICK LINKS AND RESOURCES

- Distance Learning Schedule
- DTS Document Processing Manual
- DTS Defense Travel Administrator's Manual
- Financial Field Procedures Guide
- Information on Training for Accountable Officials
- EWTS – This training environment is not secure, use of the Common Access Card (CAC) is not recommended to access EWTS. If you need access to the training environment, please contact your Lead Defense Travel Administrator (LDTA). Refer to the EWTS guide for detailed information on requesting PKI certificates.

All courses are offered through Travel Explorer (TraX). To access TraX, users must register through Passport, DTMO's web portal. For instructions on accessing training in TraX, click here.

CLASS CLOSING LOBBY

Lobby set-up:

- Instructor audio turned off
- Questions answered for 15 minutes
- Lobby stays open 60 minutes

Please help us evaluate:

- Complete evaluation
- Provide feedback

Use the lobby resources:

- Download class slides
- Use links to DTMO website & TraX

THANK YOU FOR ATTENDING DISTANCE LEARNING

For a three month schedule of
DTMO distance learning classes
Go to the
DTMO Website > Training Resources Center